

A G E N D A 11 - 14

1. Approval of Minutes: October 16, 2014

2. **Public Hearing (Quasi Judicial)**

- ◆ Docket ZC 2-14

Request: Approval of an amendment to the development plan for the Aspire subdivision to allow residential use in the southeast portion of the site that is currently planned for community open space. The proposed amendment, if approved, would relocate four existing lots from elsewhere in the Aspire subdivision to this location.

Location: 105 NE Atlantic Street, and more specifically described as Tax Lot 600, Section 21DD, T. 4 S., R. 4 W., W.M.

Applicant: McMinnville Area Habitat for Humanity

3. Election of Officers

- ◆ Chair
- ◆ Vice Chair
- ◆ Secretary

4. **Old/New Business**

5. **Adjournment**

MINUTES

Members Present: Vice Chair Stassens; Commissioners Chroust-Masin, Hall, Morgan, Thomas, Tiedge

Members Absent: Chair Butler and Commissioner Hillestad

Staff Present: Mr. Pomeroy, Ms. Haines, Ms. Kindel

1. Approval of Minutes: September 18, 2014

Vice Chair Stassens called the meeting to order at 6:30 p.m., and called for action on the Planning Commission minutes from the September 18, 2014, meeting. Commissioner Morgan MOVED to APPROVE the minutes as presented; SECONDED by Commissioner Chroust-Masin. Motion PASSED unanimously.

2. Public Hearing (Quasi Judicial)

◆ Docket CU 10-14

Request: Approval of a conditional use permit to allow for the operation of a vacation home rental establishment within an existing residence.

Location: 210 SW Daniels Street, and is more specifically described as Tax Lots 1400 and 1401, Section 20DB, T. 4 S., R. 4 W., W.M.

Applicant: Charles and Dianne Gluskoter

Vice Chair Stassens opened the public hearing at 6:34 p.m., and requested disclosures, abstentions, or objections to jurisdiction. Commissioner Tiedge stated that he was acquainted with the applicants, but that would not affect his decision on the application request. There were no further disclosures, and Vice Chair Stassens called for the staff report.

Mr. Pomeroy said that the requested conditional use permit to operate a vacation home rental establishment met all of the required criteria, and that staff recommended approval, subject to one condition relative to the transient occupancy tax.

There were no questions of staff from the members of the Planning Commission, and Vice Chair Stassens called for the applicant's testimony.

Charles Gluskoter said that the subject site was well suited for the establishment of a vacation home rental. He said the dwelling was very private and not visible from the street, and noted there was ample on-site parking. He further stated that the home would be well-kept, and they would take an active role in the upkeep, maintenance, and management of the property. In response to a question from Commissioner Chroust-Masin, Mr. Gluskoter said that they lived in Sheridan, just 20 minutes away from the subject site, and that once they addressed some current issues with the dwelling, they would look for someone in McMinnville to manage the property.

There was no proponent testimony, and Vice Chair Stassens called for opponents' testimony.

Brenda Nettrouer, 204 SW Daniels Street, said there was a right-of-way through their property to provide access to the subject site. She said that the applicant had talked to her, and she had no concerns with him, although a previous owner had rented the property and one of the tenants had backed through their yard and run over her two-year-old child. However, Ms. Nettrouer said she felt comfortable that the applicant would take steps to ensure there were no problems as a result of the requested use.

Vice Chair Stassens informed Ms. Nettrouer that they could contact the Planning Department with concerns if any issues arose, and also had the option of contacting the police department in the event of any disturbance from the establishment.

Darren Nettrouer said he was not speaking in opposition to the request, but wanted to know whether his zoning would be affected if the application was approved. He also said he had chickens and wanted to be sure there would not be any problems related to that.

Vice Chair Stassens said that approval of the application would have no effect on zoning. She asked staff whether there had been any comments from public agencies.

Mr. Pomeroy said that no public agencies had submitted a response.

Vice Chair Stassens asked the applicant whether he would like to respond to the Nettrouers.

Mr. Gluskoter said he wanted to assure the Nettrouers that he would make certain there were no problems associated with the use, and especially with the driveway access. He also said he was open to discussion at any time.

The applicant waived the seven-day time period allowed to submit final written arguments in support of the application, and Vice Chair Stassens closed the public hearing at 6:48 p.m.

There was no discussion of the application by the Commissioners who were present, and Commissioner Chroust-Masin MOVED, based on the findings of fact, the conclusionary findings for approval, and the material submitted by the applicant, to APPROVE CU 10-14, subject to the condition of approval as detailed in the staff report; SECONDED by Commissioner Morgan. Motion PASSED unanimously.

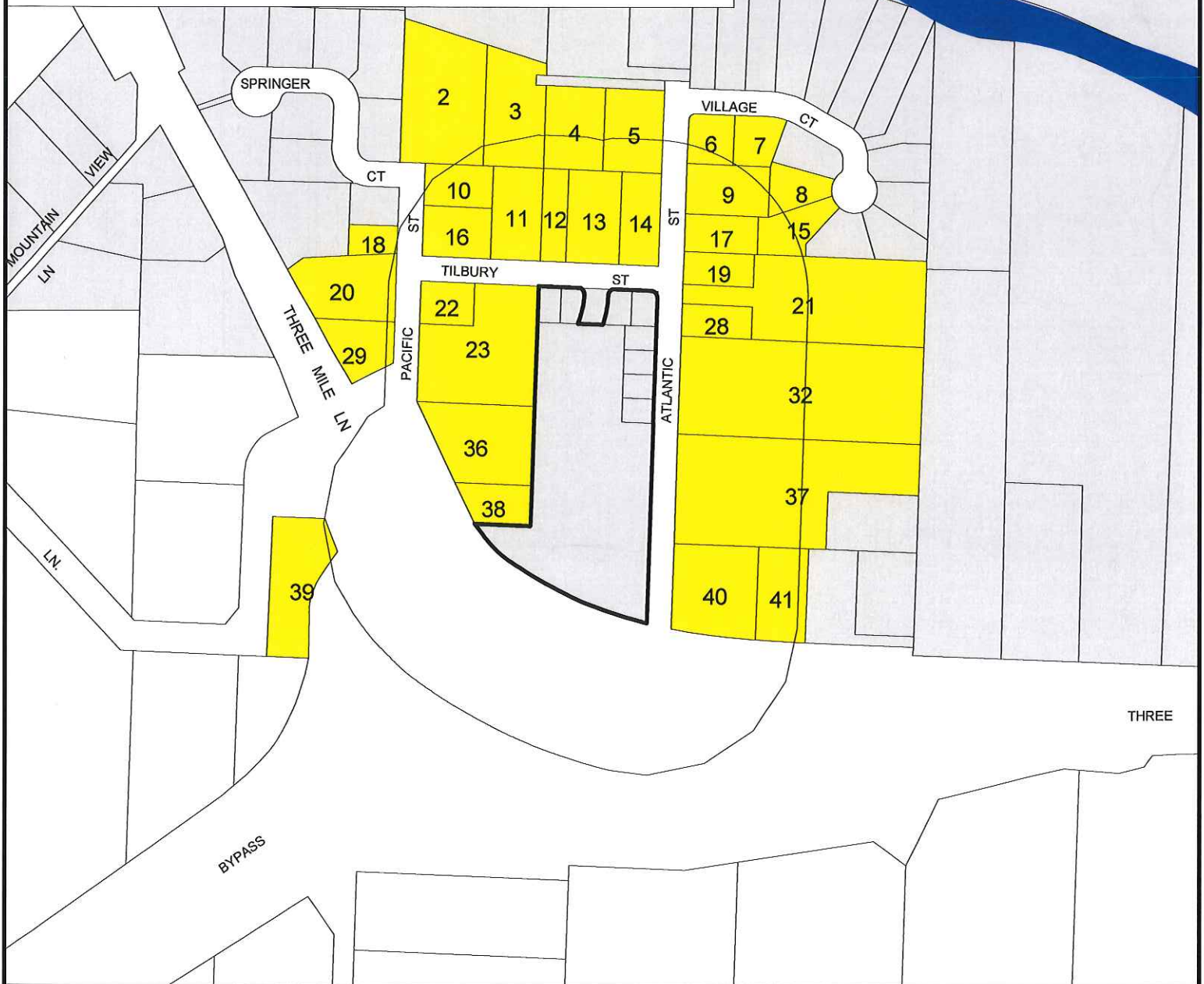
3. Old/New Business

There was no old or new business, and Mr. Pomeroy shared information with the Planning Commissioners about possible upcoming applications.

4. Adjournment

Commissioner Hall MOVED to adjourn the meeting; SECONDED by Commissioner Thomas. Motion PASSED unanimously, and Vice Chair Stassens adjourned the meeting at 6:51 p.m.

Notification Map



ZC 2-14

McMinnville Area Habitat for Humanity is requesting approval to amend the development plan for the Aspire subdivision to allow residential use in the southeast portion of the site that is currently planned for community open space. The proposed amendment, if approved, would relocate four existing lots from elsewhere in the Aspire subdivision to this location.

Recorded Owner:

McMinnville Area Habitat for Humanity
PO Box 301
McMinnville, OR 97128

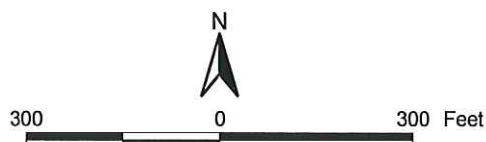


Geographic Information System

APPROVED BY: PLANNING COMMISSION

CITY COUNCIL

ATTESTED TO BY: _____



City of McMinnville
Planning Department
231 NE Fifth Street
McMinnville, OR 97128
(503) 434-7311

Request: Approval to amend the development plan for the Aspire subdivision to allow residential use in the southeast portion of the site that is currently planned for community open space. The proposed amendment, if approved, would relocate four existing lots from elsewhere in the Aspire subdivision to this location.

Location: 105 NE Atlantic Street and more specifically described as Tax Lot 600, Section 21DD, T. 4 S., R. 4 W., W.M.

Applicant: McMinnville Area Habitat for Humanity

EXHIBITS

1. Staff Report and Findings of Fact
2. ZC 2-14 Application and Fact Sheet
3. Attachments submitted by the applicant and referred to as the following Exhibits:
 - A. Original ("Old") Site Plan
 - B. Proposed ("New") Site Plan
4. Proposed Southern Lot Development Plan, as approved by the City
5. McMinnville Planned Development Ordinance No. 4941 (Aspire development)
6. McMinnville Planned Development Ordinance No. 4131 (Three Mile Lane Planned Development Overlay, as amended by Ordinance No. 4572)
7. Vicinity Sketch
8. Affidavit of Publication
9. List of property owners to whom notice was sent
10. Referrals

SUBJECT SITE

The subject site is located north of Cumulus Avenue, south of Tilbury Street, west of Atlantic Street, and east of the Three Mile Lane/Highway 18 interchange. The boundary lines representing both the city limits and urban growth boundary follow the southern property line of the subject site. The subject site is designated as Residential on the City's Comprehensive Plan and is zoned R-4 PD (Multi-Family Residential Planned Development).

The subject site is topographically flat and, other than the very northern portion of the site, is unimproved. The northern portion of the site has seen recent construction activity related to the development of the first phase of the Aspire subdivision. Two single-family homes now exist at the southwest corner of Tilbury Street and Atlantic Street; a foundation is located on property at the site's northwest corner. Turner Way, a public street designed to eventually bisect the development in a north-south direction, is stubbed a short distance into the site from Tilbury Street. A public sidewalk exists along portions of Tilbury Street and Atlantic Street adjacent to the two completed homes.

As noted above, the property has frontage on three streets: Cumulus Avenue, a minor collector street under the Oregon Department of Transportation's (ODOT's) jurisdiction, and Tilbury and Atlantic Streets, both of which are designated local residential streets.

While most of the property to the north is residentially zoned, there is a mixed pattern of zoning and development within the balance of the immediate area surrounding the subject site. Zoning and development on such properties are as follows:

- South of the subject site (across Cumulus Avenue and Three Mile Lane) and outside of the Urban Growth Boundary are County zoned properties; the majority of which are developed to rural residential standards.
- East of the subject site are two C-3 PD (General Commercial, Planned Development) zoned properties on which a card-lock gas station and an American Legion facility are located. Also to the east of the site are properties that carry both City and County residential zoning. One of these residentially zoned properties carries a county zoning of VLDR-1 (Very Low Density Residential, One Acre Minimum) and is currently in residential use. The remaining three properties east of the subject site are zoned and developed to R-1 (Single-Family Residential) zone standards.
- The properties west of the subject site are zoned R-1 (Single-Family Residential). Development in this area includes a single-family residence and a church (Jehovah's Witness Kingdom Hall). A smaller property west of the site is owned by the City of McMinnville, the current use of which is as a sanitary sewer pump station.
- North of the subject site are properties zoned R-1 and developed with single-family residences.

OBSERVATIONS

- The applicant has submitted a narrative and supporting drawings as part of their request seeking approval to amend portions of the Aspire development plans approved by the City in 2011, and subsequently amended in 2014 as part of their final plat process. The currently approved plan for the Aspire development provides for the development of 21 single-family detached homes, and 14 three-story, single-family attached townhomes. All of the currently proposed single-family attached units are located in the southern portion of the site and are grouped in two sets of five units each, and another group of four units. In addition, the plan provides three separate community park or open space areas for the residents of this development.
- When submitted for review in 2010, the tentative plan for the Aspire project included a proposal for some neighborhood commercial use to be located in the southeast corner of the site (Lot 36). In the course of the review of the proposal before the Planning Commission, the applicant chose to remove this commercial zoning in response to concerns voiced by nearby residents. Rather than require a revised plan for this portion of the property during the hearing process, a condition was added to the project's approval requiring that, prior to final platting, such detail be provided. Earlier this year, prior to release of the final plat for their first phase of development, the applicant provided such a plan to the City for review. That plan, approved by the City and identified as Exhibit 4 in this report, proposes this area (Lot 36) for "community open space" use. The proposal now before the Planning Commission would replace the community open space use with residential use, as described in the applicant's narrative and in this report. Because the applicant's new proposal would reduce the overall amount of open space within the subject site, this is considered a "major" change to the details of the adopted plan, requiring review and approval of this revised plan by the Planning Commission.¹

¹ The specific condition of approval that triggers this review reads, in part: "Major changes include but are not limited to the following: [. . .] A reduction in the amount of open space."

- Specific to the proposal now before the Commission, the applicant seeks approval to modify the plan to allow replacement of the community open space use proposed for the southeastern corner of the site with residential use consisting of two attached housing units (total of four housing units). The proposal would not increase the total number of single-family attached housing units within the subdivision, but would relocate two of the previously approved units adjacent to the community park, and two units adjacent to the community garden to the southeastern community open space. The Planning Commission's role in this type of review is to conduct a public hearing to take testimony on this request, following the close of which they would deliberate and vote to recommend the City Council take action to approve, approve with condition(s), or deny this proposed amendment.
- In addition to this modification, the plan now proposed by the applicant includes several "minor" revisions as defined by the conditions of approval for this project. As such, they are subject to review and approval by the Planning Director; that review would occur following the Commission's review of the proposal that is the subject of this staff report and hearing. These minor revisions, as proposed, would:
 1. Increase slightly the width of the single-family detached dwelling unit lots located on the west side of Turner Way. This would extend the area for such housing southward by some 30 feet into the area currently planned for community garden use.
 2. Enlarge the community garden space area by some 40 feet to the east; made possible by the shifting of the single-family attached units eastward
 3. Increase the amount of space in the centrally located community park area by eliminating one single-family residential lot within the development.
 4. Reduce the height of the proposed single-family attached housing units from three-story to two-story.
 5. Revise that portion of the site south of the community park and north of Turner Way by reducing by two the total number of proposed single-family attached housing units (reduce from 10 to eight units). In addition, a landscaped pedestrian connection through the area would be added, connecting to the community park and public street.

These proposed revisions address some of the concerns expressed by the adjacent neighbors during the initial review of this project, particularly those regarding the single-family attached housing (e.g., reduction in height and number of units).

- The applicant's revised plan, if approved, would see a reduction in overall "greenspace" of some 4,432 square feet. However, the more significant spaces – the community park, and community garden – would see increases in area of 675 square feet and 2,940 square feet, respectively. In addition, there would be added a new "greenspace" feature, a linear landscaped pedestrian corridor, connecting the community park and adjacent single-family attached housing development.
- The Aspire development project is an innovative design that incorporates a number of elements unique to most other residential subdivisions in McMinnville. In particular, the project's single-family detached lots allow zero property line setbacks, making for more effective use of side yards; the project also has community open space and community garden areas for use by the residents. The original proposal also set aside a portion of the property for neighborhood commercial use, thinking that this may help serve the needs of the surrounding residents. [This commercial use was subsequently removed by the applicant, as described previously and in the paragraphs that follow within this observation].

When submitted by the applicant to the City for review and approval in December 2010, it was met by strong opposition from adjacent residents throughout the subsequent public hearing process. The first public hearing on this proposal was held before the Planning Commission in February 2011, which was continued to March 17, 2011, and then to April 21, 2011, at which the Commission voted to recommend to the City Council that the applicant's requests be approved. In the course of those hearings, the applicant revised their application to remove from consideration the proposal to have commercial use within the project site.

Following the Commission's vote, opponents of the project filed an appeal of the Commission's recommendation to the City Council in May 2011. That appeal was heard by the Council in June 2011 and, following extensive public testimony, voted to uphold the Commission's recommendation and deny the appeal (four to three vote). The residents then appealed the City Council action to the Oregon Land Use Board of Appeals (LUBA) on June 30, 2011. LUBA took action on December 29, 2011, to deny all but six of 30 alleged sub-assignments of error brought forth by the applicants. As regard the six deficiencies noted in the LUBA decision, the City determined that four of them are procedural or could be satisfied within the context of the existing record for the matter; the remaining two assignments of error required further public testimony and action by the City.

For that reason, a public hearing was held on February 28, 2012, to address those two deficiencies. The Council took action on March 13, 2012, to adopt findings to correct the errors as described in LUBA's December 29, 2011, Order. Following that action, the residents appealed the City's decision to LUBA on April 4, 2012, citing six alleged assignments of error and several additional sub-assignments of error. LUBA ruled on the appeal on August 28, 2012, denying all of the alleged assignments (and sub-assignments) of error and affirming the City's decision to approve McMinnville Area Habitat for Humanity's land use requests. No further appeals followed.

- Notice of this request was mailed to property owners located within 300 feet of the subject site. As of the date this report was written, no written comments had been received by the Planning Department from those who were notified.
- The findings of fact and conclusionary findings are attached to this report as Exhibit "A" and are, by this reference, incorporated herein.

RECOMMENDATION

In staff's opinion, the placement of single-family attached housing in the southern portion of the site, near other relatively large areas of common open space, adjacent to a minor collector street (Cumulus Avenue), and separated from other single-family detached housing, makes sense. This type of housing – both north and south of the east-west leg of Turner Way should also provide for a visually balanced streetscape. It is our further opinion that the use of the southeast portion of the site for single-family attached housing is a better use of this property from an urban form and use perspective, as well as in meeting some of the City's comprehensive plan policies related to housing and transportation (locating density near major street corridors). For these reasons, staff supports the applicant's proposal, particularly when coupled with the other minor amendments described previously and which serve as a complement to the proposal before the Commission.

For those reasons, and based upon staff's review of the materials provided in the record as of the date this report went to print, and after considering carefully the policies and plans contained in the applicable McMinnville comprehensive plan policies, staff recommends that ZC 2-14 be recommended to the City Council for approval subject to the following conditions:

1. That final development plans as approved by the Planning Commission as part of this planned development amendment, and as may be subsequently approved by the Planning Director pursuant to the "minor" amendment process, shall be placed on file with the Planning Department and become a part of this planned development amendment and binding on the owner. The owner will be responsible for requesting approval of the Planning Commission for any major change of the details of the approved plan. Major changes include but are not limited to the following:
 - a. An increase in the amount of land within the subject site.
 - b. A 10 percent or greater increase in density.
 - c. A reduction in the amount of open space.
 - d. Changes to the street system that result in a significant change to the location or design of streets.

Minor changes to the details of the approved plan may be approved by the Planning Director, as provided in Section 17.72.110 (Planning Director's Review with Notification).

2. That all applicable requirements of McMinnville Planned Development Ordinance No. 4941 shall remain in full force and effect.

MOTION

The Planning Department recommends the Commission make the following motion for approval:

THAT BASED ON THE FINDINGS OF FACT, THE CONCLUSIONARY FINDINGS FOR APPROVAL, AND THE MATERIALS SUBMITTED BY THE APPLICANT, THE PLANNING COMMISSION RECOMMENDS THAT THE CITY COUNCIL APPROVE ZC 2-14 SUBJECT TO THE CONDITIONS AS NOTED IN THE STAFF REPORT.

DRM:pjk

EXHIBIT "A"
DOCKET ZC 2-14
FINDINGS OF FACT AND CONCLUSIONARY FINDINGS

FINDINGS OF FACT

1. McMinnville Habitat for Humanity is requesting approval to amend the development plan for the Aspire subdivision to allow residential use in the southeast portion of the subdivision that is currently planned for community open space. The proposed amendment would relocate four existing lots from elsewhere in the Aspire subdivision to this location. The subject site is located at 105 NE Atlantic Street, and is more specifically described as Tax Lot 600, Section 21DD, T. 4 S., R. 4 W., W.M.
2. The subject property is designated Residential on the McMinnville Comprehensive Plan Map and is currently zoned R-4 PD (Multi-Family Residential Planned Development).
3. Sanitary sewer and municipal water and power are all available to the site, or can be extended to the site by the applicant, as a requirement of this proposed development. The municipal Water Reclamation Facility has sufficient capacity to accommodate expected waste flows resulting from residential development of the property.
4. This matter was referred to the following public agencies for comment: McMinnville Fire Department, Engineering, Building and Parks Departments; City Manager and City Attorney; McMinnville School District No. 40; McMinnville Water and Light Department; Yamhill County Public Works; Yamhill County Planning Department; Verizon; AT&T Cablevision, and Northwest Natural Gas. As of the date of this report, concerns or comments have been received from those agencies noted in the staff report.
5. Goals and policies from Volume II of the McMinnville Comprehensive plan of 1981 applicable to this request are as follows:

GOAL V 1: TO PROMOTE DEVELOPMENT OF AFFORDABLE, QUALITY HOUSING FOR ALL CITY RESIDENTS.

GOAL V 2: TO PROMOTE A RESIDENTIAL DEVELOPMENT PATTERN THAT IS LAND INTENSIVE AND ENERGY EFFICIENT, THAT PROVIDES FOR AN URBAN LEVEL OF PUBLIC AND PRIVATE SERVICES, AND THAT ALLOWS UNIQUE AND INNOVATIVE DEVELOPMENT TECHNIQUES TO BE EMPLOYED IN RESIDENTIAL DESIGN.

Policies:

- 59.00 Opportunities for multiple-family and mobile home developments shall be provided in McMinnville to encourage lower-cost renter and owner-occupied housing. Such housing shall be located and developed according to the residential policies in this plan and the land development regulations of the City.
- 60.00 Attached single-family dwellings and common property ownership arrangements (condominiums) shall be allowed in McMinnville to encourage land-intensive, cost-effective, owner-occupied dwellings.
- 68.00 The City of McMinnville shall encourage a compact form of urban development by directing residential growth close to the City center and to those areas where urban services are already available before committing alternate areas to residential use.

- 71.00 The City shall designate specific lands inside the urban growth boundary as residential to meet future projected housing needs. Lands so designated may be developed for a variety of housing types. All residential zoning classifications shall be allowed in areas designed as residential on the Comprehensive Plan Map.
- 73.00 Planned residential developments which offer a variety and mix of housing types and prices shall be encouraged.
- 75.00 Common open space in residential planned developments shall be designed to directly benefit the future residents of the developments. When the open space is not dedicated to or accepted by the City, a mechanism such as a homeowners association, assessment district, or escrow fund will be required to maintain the common area.
- 81.00 Residential designs which incorporate pedestrian and bikeway paths to connect with activity areas such as school, commercial facilities, parks, and other residential areas shall be encouraged.

Chapter VI Transportation System

GOAL VI 1: TO ENCOURAGE DEVELOPMENT OF A TRANSPORTATION SYSTEM THAT PROVIDES FOR THE COORDINATED MOVEMENT OF PEOPLE AND FREIGHT IN A SAFE AND EFFICIENT MANNER.

- 126.00 The City of McMinnville shall continue to require adequate off-street parking and loading facilities for future developments and land use changes.

Sanitary Sewer System:

- 142.00 The City of McMinnville shall insure that adequate storm water drainage is provided in urban developments through review and approval of storm drainage systems, and through requirements for connection to the municipal storm drainage system, or to natural drainage ways, where required.

Water System:

- 147.00 The City of McMinnville shall continue to support coordination between city departments, other public and private agencies and utilities, and the City Water and Light Department to insure the coordinated provision of utilities to developing areas. The City shall also continue to coordinate with the City Water and Light Department in making land use decisions.

Water and Sewer - Land Development Criteria:

- 151.00 The City of McMinnville shall evaluate major land use decisions, including but not limited to urban growth boundary, comprehensive plan amendment, zone changes, and subdivisions using the criteria outlined below:

1. Sufficient municipal water system supply, storage and distribution facilities, as determined by the City Water and Light Department, are available or can be made available, to fulfill peak demands and insure fire flow requirements and to meet emergency situation needs.
2. Sufficient municipal sewage system facilities, as determined by the City Public Works Department, are available, or can be made available, to collect, treat, and dispose of maximum flows of effluent.
3. Sufficient water and sewer system personnel and resources, as determined by the Water and Light Department and City, respectively, are available, or can be made available, for the maintenance and operation of the water and sewer systems.
4. Federal, state, and local water and wastewater quality standards can be adhered to.
5. Applicable policies of the Water and Light Department and the City relating to water and sewer systems, respectively, are adhered to.

Chapter VIII ENERGY

GOAL VIII 2: TO CONSERVE ALL FORMS OF ENERGY THROUGH UTILIZATION OF LAND USE PLANNING TOOLS.

178.00 The City of McMinnville shall encourage a compact urban development pattern to provide for conservation of all forms of energy.

Proposals:

37.00 The City of McMinnville should encourage the development of community gardens on vacant city lands and within multi-family housing developments as an energy saving device.

6. Sections of the McMinnville Zoning Ordinance (ORD No. 3380) applicable to this request include:

General Provisions:

"17.03.020 Purpose. The purpose of this ordinance is to encourage appropriate and orderly physical development in the City through standards designed to protect residential, commercial, industrial, and civic areas from the intrusions of incompatible uses; to provide opportunities for establishments to concentrate for efficient operation in mutually beneficial relationship to each other and to shared services; to provide adequate open space, desired levels of population densities, workable relationships between land uses and the transportation system, and adequate community facilities; to provide assurance of opportunities for effective utilization of the land resource; and to promote in other ways public health, safety, convenience, and general welfare."

R-4 Multi-Family Residential Zone:

"17.21.010 Permitted Uses. In an R-4 zone, the following uses and their accessory uses are permitted:

- A. Single-family dwelling.
- B. Two-family dwelling.
- C. Multiple-family dwelling."

Planned Developments:

"17.51.030 Procedure. The following procedures shall be observed when a planned development proposal is submitted for consideration: [. . .]

C. The Commission shall consider the preliminary development plan at a meeting at which time the findings of persons reviewing the proposal shall also be considered. In reviewing the plan, the Commission shall need to determine that:

- (1) There are special physical conditions or objectives of a development which the proposal will satisfy to warrant a departure from the standard regulation requirements;
- (2) Resulting development will not be inconsistent with the comprehensive plan objectives of the area;
- (3) The development shall be designed so as to provide for adequate access to and efficient provision of services to adjoining parcels (as amended by Ordinance No. 4242, April 5, 1983);
- (4) The plan can be completed within a reasonable period of time;
- (5) The streets are adequate to support the anticipated traffic, and the development will not overload the streets outside the planned area;
- (6) Proposed utility and drainage facilities are adequate for the population densities and type of development proposed;
- (7) The noise, air, and water pollutants caused by the development do not have an adverse effect upon surrounding areas, public utilities, or the City as a whole.

Review Criteria:

"17.74.020 Comprehensive Plan Map Amendment and Zone Change - Review Criteria. An amendment to the official zoning map may be authorized, provided that the proposal satisfies all relevant requirements of this ordinance, and also provided that the applicant demonstrates the following:

- A. The proposed amendment is consistent with the goals and policies of the comprehensive plan;
- D. The proposed amendment is orderly and timely, considering the pattern of development in the area, surrounding land uses, and any changes which may have occurred in the neighborhood or community to warrant the proposed amendment;
- E. Utilities and services can be efficiently provided to service the proposed uses or other potential uses in the proposed zoning district."

CONCLUSIONARY FINDINGS FOR APPROVAL:

1. The subject request complies with applicable goals and policies of the McMinnville Comprehensive Plan, 1981 (Finding of Fact No. 5) as follows:
 - A. Goals V-1 and V-2 and Policies 59.00, 60.00, and 68.00 are satisfied by the request as this project would continue to provide opportunities for multiple-family and attached single-family housing; the application of the Uniform Building Code guarantees the quality of the housing; and an urban level of services is available to the development.
 - B. Policy 71.00 is satisfied in that the subject site is planned for residential use, as designated on the Comprehensive Plan Map, and the proposal would continue to allow use of this land for a variety of housing types (single-family detached, single-family attached, and multi-family).
 - C. Policy 73.00 is satisfied by the request as the proposed development will help to provide for a variety and mix of housing types and prices within the city.
 - D. Policy 75.00 is satisfied in that the proposal would continue to provide for open space within the development, and would increase the amount of such open space in the community park and community garden areas. Both of these areas would directly benefit the future residents of the Aspire development, and will be maintained by the homeowners of this subdivision.
 - E. Policy 81.00 is satisfied as the development will provide pedestrian connectivity within the subject site (between the community garden, community park, and residential lots) and outside the subject site (public sidewalks would be constructed along Tilbury Street, Atlantic Street, Turner Way, and Cumulus Avenue).
 - F. Goal VI 1 and Policy 126.00 are satisfied as the proposed development be served by an orderly extension of public streets and will provide the minimum number of off-street parking spaces, as shown on the applicant's submitted plans.
 - G. Policy 151.00 is satisfied by the request as adequate levels of sanitary sewer collection, storm sewer facilities, and energy distribution facilities are all available to the site. In addition, the sewage treatment plant has capacity to serve and accommodate the project, and all municipal water and sanitary sewer systems guarantee adherence to federal, state, and local quality standards.
 - H. Policies 142.00 and 147.00 will be satisfied by the request in that the subject site will be converted in an orderly manner to urbanizable standards through the coordinated extension of utilities, and as conditioned by this planned development. In addition, adequate storm water facilities will be designed and constructed to the satisfaction of the City Engineer when the property is developed.

- I. Goal VIII-2, Policy 178.00 and Proposal 37 are satisfied by the request as the development proposes a compact urban development and a community garden space, thereby increasing density and conserving energy. Utilities presently abut the property or are nearby and can be extended to the site in a cost effective and energy efficient manner.
2. The subject request complies with the applicable provisions and requirements of the McMinnville Zoning Ordinance No. 3380. (Finding of Fact No. 6) as follows:
 - A. Section 17.03.020 is satisfied by the request for the reasons enumerated in Conclusionary Finding for Approval No. 1.
 - B. Section 17.21.010 (A-C) is satisfied by the request as the range of dwelling types proposed for this project are permitted in the R-4 zone.
 - C. The applicable sections of Section 17.51.030 are also satisfied by the request as follows:
 - (1) The objectives of the proposed development, with a pedestrian-oriented design, compact residential development, and improved streetscape appearance warrants a departure from the originally approved plan for this development.
 - (2) As noted in the conclusionary findings for approval, the proposed development will be consistent with the comprehensive plan objectives for the area.
 - (3) Adequate access and services will be provided to the proposed development through the construction of streets and sidewalks, as conditioned by this project's prior approval.
 - (4) The project, if approved, is expected to be completed within the next five (5) years. This is a reasonable period to complete a project of this scale.
 - (5) As noted in the conclusionary findings for approval of the Aspire development, the existing and planned streets are adequate to support the anticipated traffic.
 - (6) Utility facilities presently serving the area are adequate to serve the proposed development of the subject site.
 - (7) No air, noise or water pollutants will be generated by the proposed development that are greater than those generated by any other residential development.
 - D. Section 17.74.020 is satisfied by the request as the proposed change is consistent with the applicable goals and policies of the McMinnville comprehensive plan (see Conclusionary Finding for Approval No. 1), and utilities and services can be provided to the site.



Planning Department
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McMinnville, OR 97128
(503) 434-7311 Office
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www.ci.mcminnville.or.us

PLANNED DEVELOPMENT AMENDMENT APPLICATION

APPLICANT/OWNER INFORMATION

Name of Applicant McMinnville Area Habitat for Humanity Phone (Hm) 503-687-1411

Address 1024 SE First, PO BOX 301 Phone (Wk) 503-472-9637

City, State, Zip McMinnville, OR 97128

Email gretchen@machabitat.org

Applicant is: ☒ Property Owner ☐ Contract Buyer ☐ Option Holder
☐ Agent ☐ Other (specify) _____

Name of Property Owner _____ Phone (Hm) _____
(If different than above)

Street Address _____ Phone (Wk) _____

City, State, Zip _____

Email _____

LEGAL DESCRIPTION OF PROPERTY

(If metes and bounds description, indicate on separate sheet)

Property Address Atlantic Street & Tilbury (Tax Lot 600)

Assessor Map No. R4421-4 - 2100 Total Lot / Parcel Size 3.47

Subdivision Aspire Community Development Block _____ Lot _____

Comprehensive Plan Designation Residential Zoning Designation R-4 PD

Existing Planned Development Ordinance No. 4941 and date of approval _____

Office Use Only:

File No. 222-14 Date Received 10/16/14 Fee 455.00 Receipt No. 14MD167 Staff Member SD

(Add Additional Pages as Needed)

- See Attached

[illegible]

- See Attached

[illegible]

- [illegible]

- See attached

5. Document how the site can be efficiently provided with public utilities, including water, sewer, electricity, and natural gas, if needed, and that there is sufficient capacity to serve the proposed use: _____

See attached

6. Describe, in detail, how the proposed use will affect traffic in the area. What is the expected trip generation? _____

See attached

In addition to this completed application (which must to be signed by the legal owner(s) of the affected property, proof of title may be required), the applicant must provide the following:

- ✓ *An accurate, scaled site plan(s) indicating all required information as shown on the information sheet. Additional copies will be required if the size of the site plan is larger than 11x17 inches.*
- ✓ *A copy of the current planned development overlay ordinance.*
- ✓ *A legal description of the subject site, preferably taken from the deed.*
- ✓ *Payment of the applicable review fee*

I certify the statements contained herein, along with the evidence submitted, are in all respects true, and are correct to the best of my knowledge and belief.

Applicant's Signature

Date

10/16/14

Property Owner's Signature

Date

10/16/14

Fact Sheet Attachment

1. McMinnville Area Habitat for Humanity (MAHfH) is requesting that it be allowed to use the section of property on the south east end of its Aspire Community Development, currently designated as "Community Open Space", for 2 common dwelling units. MAHfH's desire is not to increase the density of the dwelling units in the Development (the requested reorganization plan outlined below would actually reduce the number of dwelling units by one), but rather MAHfH requests this change to allow MAHfH to reorganize the plan to:
 - a) Removed the three story townhomes and replaced them with two story common wall dwellings to reduce the visual impact.
 - b) Increase the size of the single dwelling unit lots to allow us to construct houses that will accommodate persons in wheel chairs. This change reduces the number of single dwelling units by one and, therefore, reduces the mix of dwelling units slightly.
 - c) Provide for a Pedestrian Path from the south end of the Development to the Community Park.
 - d) Make better use of open and green spaces to provide a safer common areas for the homeowners.
 - e) Allow us to complete the Development in less time while allowing us more flexibility to accommodate families of varying sizes.

2. Policies:

58.00 City land development ordinances shall provide opportunities for development of a variety of housing types and densities.

MAHfH is building single unit and common wall dwellings.

59.00 Opportunities for multiple-family and mobile home developments shall be provided in McMinnville to encourage lower-cost renter and owner-occupied housing. Such housing shall be located and developed according to the residential policies in this plan and the land development regulations of the City.

All dwellings will be owner occupied and serve low-income members of McMinnville and the surrounding areas that fall within MAHfH's service district. Our mission is to provide safe, decent and affordable housing.

60.00 Attached single-family dwellings and common property ownership arrangements (condominiums) shall be allowed in McMinnville to encourage land-intensive, cost-effective, owner-occupied dwellings.

Using the space designated as "Community Open Space", will allow us to build two story common wall buildings rather than three story town homes, without significantly decreasing the density of the property and will ultimately increase the amount of community green space for the residents.

61.00 The City of McMinnville shall monitor the conversion of lands to residential use to insure that adequate opportunities for development of all housing types are assured. Annual reports on the housing development pattern, housing density and mix shall be prepared for city review.

This property has been rezoned as R-4 and will serve the hard working low-income members of our community.

66.00 The City of McMinnville shall continue to allow development of its fair share of the region's low-cost housing.

Aspire will provide 34 units of low-cost housing for McMinnville

76.00 Parks, recreation facilities, and community centers within planned developments shall be located in areas readily accessible to all occupants.

Building units in the currently designated "Community Open Space" will allow for the common area of Aspire to be located in one safe location between Tilbury and Turner Way. The current space is located along a busy street and is more readily accessible for all occupants in a central location, rather than on south side of the property.

3. Rearranging the current housing plan will allow for a consolidated and centralized common area within the PD rather than in two locations.

4. Since approval of our PD, there have been no major changes to the surrounding neighborhood, besides the improvements implemented by MAHfH.

5. Changing the use of the "Community Open Space" to residential will not affect public utilities.

6. This proposal will not affect traffic in the area. The main roads and infrastructure plans will remain the same as the previous PD application.

3.47 ACRES

NE TILBURY STREET

235.95' S 87°37'24" E

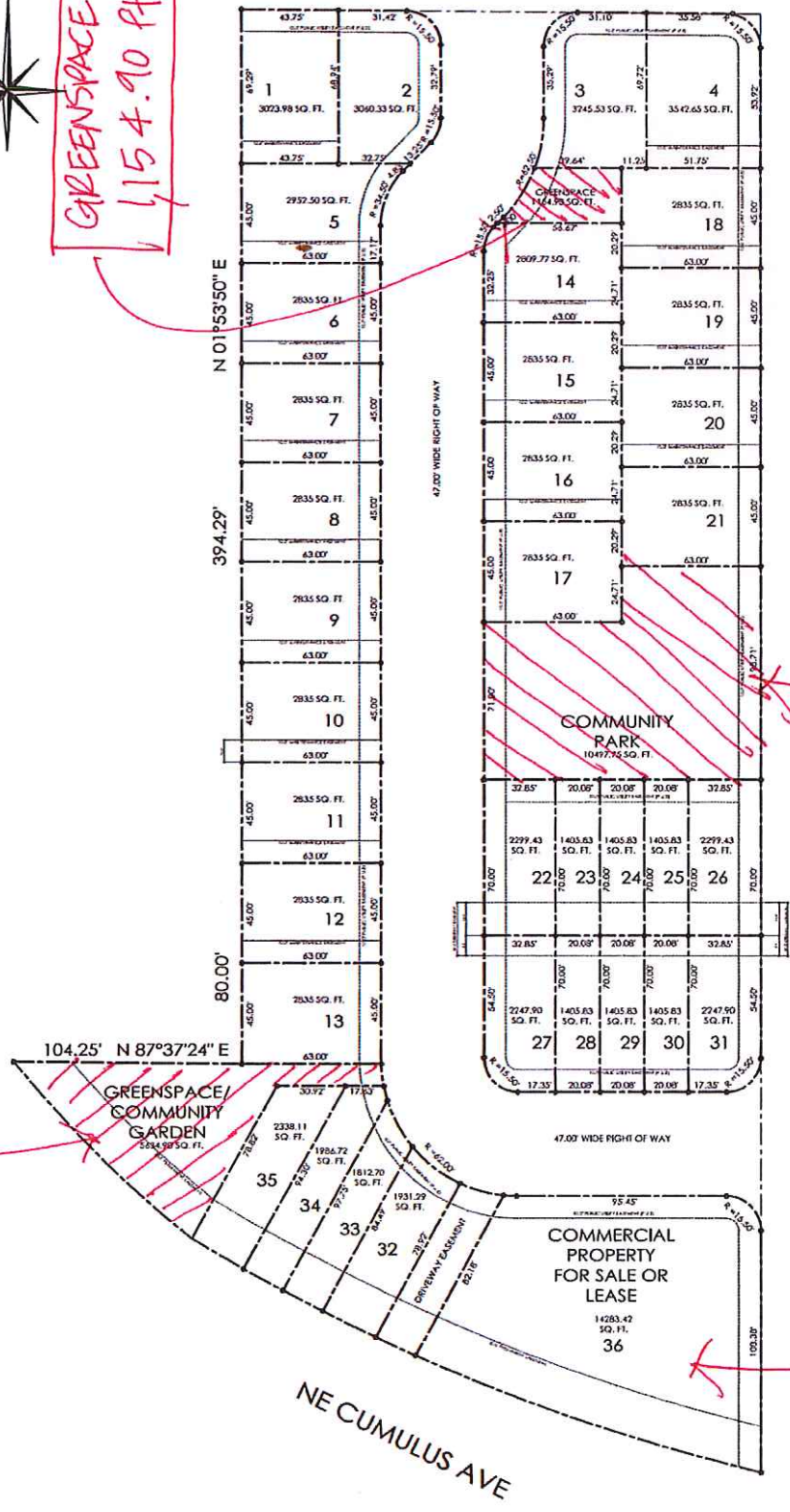


GREENSPACE:
1,154.90 ft²

GREENSPACE/GARDEN:
5,634.90 ft²

PARK:
10,497.75 ft²

COMMERCIAL PROPERTY
14,283.42 ft²



PROPOSED LOT DIVISION

1"=40.0'

NEW

GREENSPACE | GARDEN =
8574.36 ft²

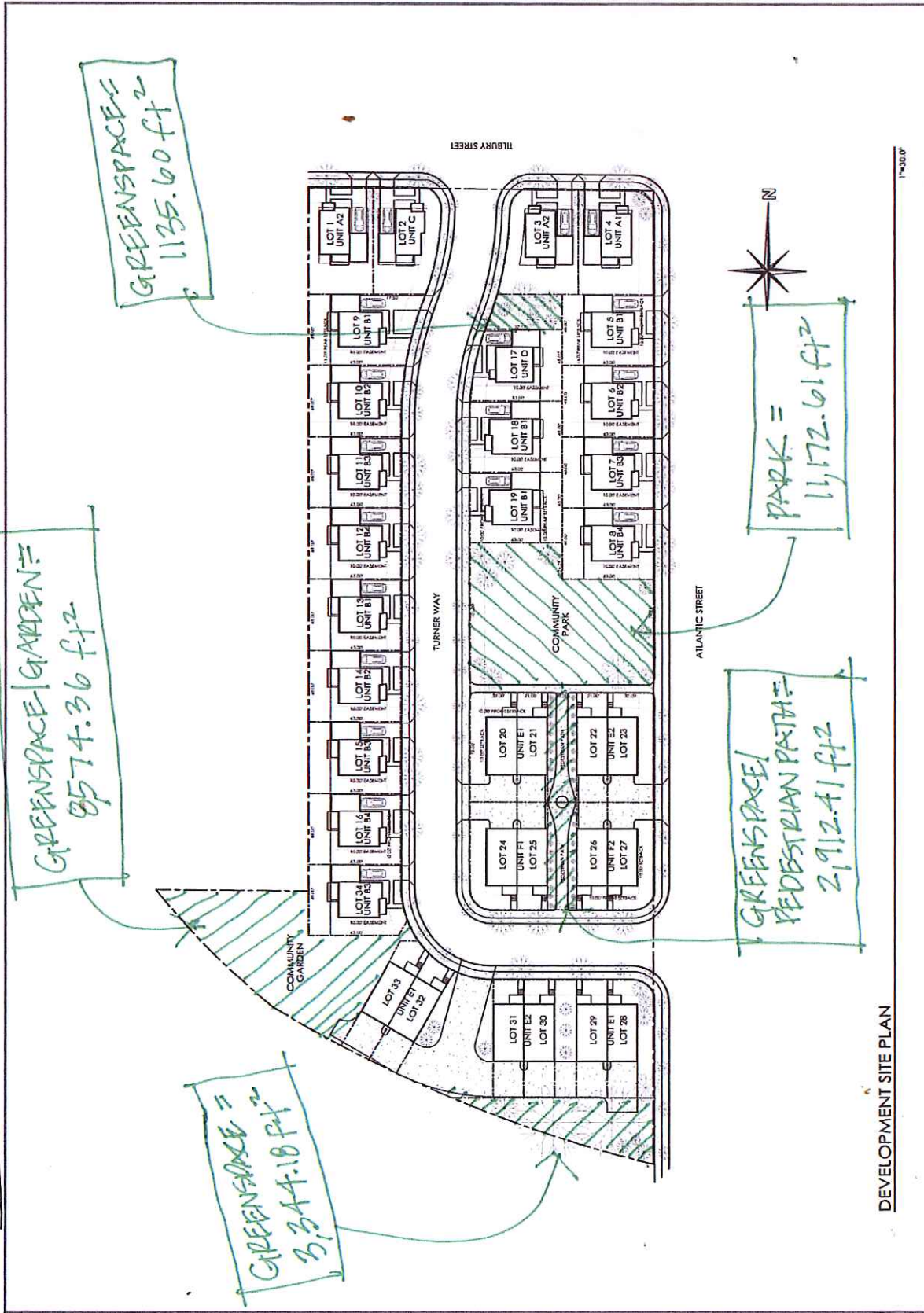
GREENSPACE =
3,344.18 ft²

GREENSPACE =
1135.60 ft²

GREENSPACE |
PEDESTRIAN PATH =
2,912.41 ft²

PARK =
11,172.61 ft²

TOTAL = 27,139.16 ft²



DEVELOPMENT SITE PLAN

1"=30.0'

m.o.d by
design
4406 NE 12th Ave
Portland, OR 97211
www.modbydesign.net
phone: 503.473.6131
mold@modydesign.net

Habitat for Humanity
P.O. BOX 301
MC MINVILLE, OR 97128
503.472.9037

MC MINVILLE
HABITAT FOR
HUMANITY
ASPIRE
COMMUNITY

ATLANTIC ST. @ TULURY ST.
MC MINVILLE, OR

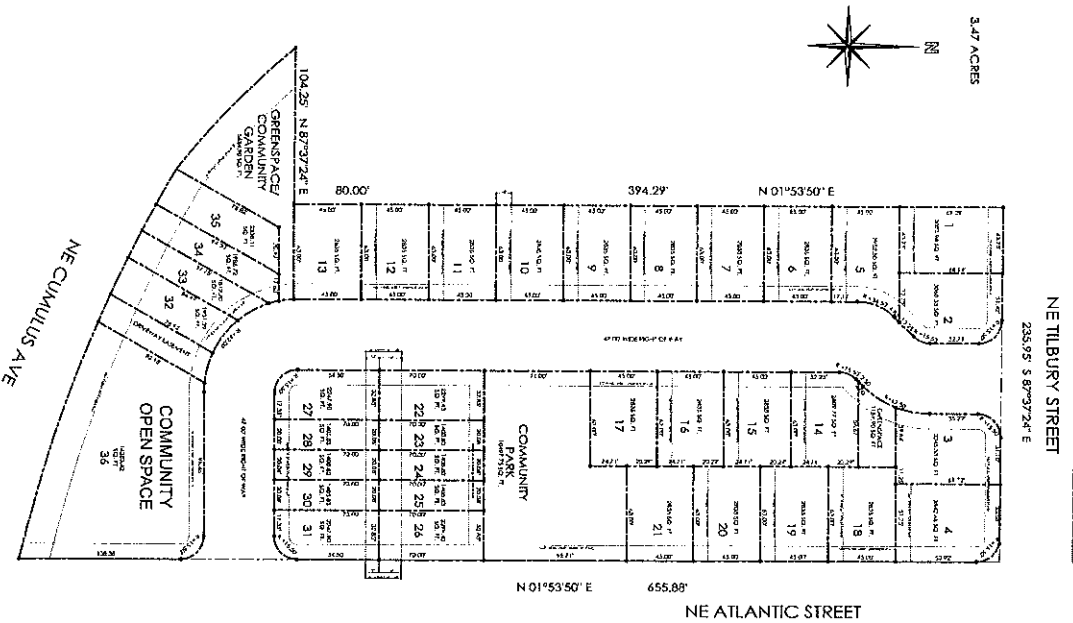
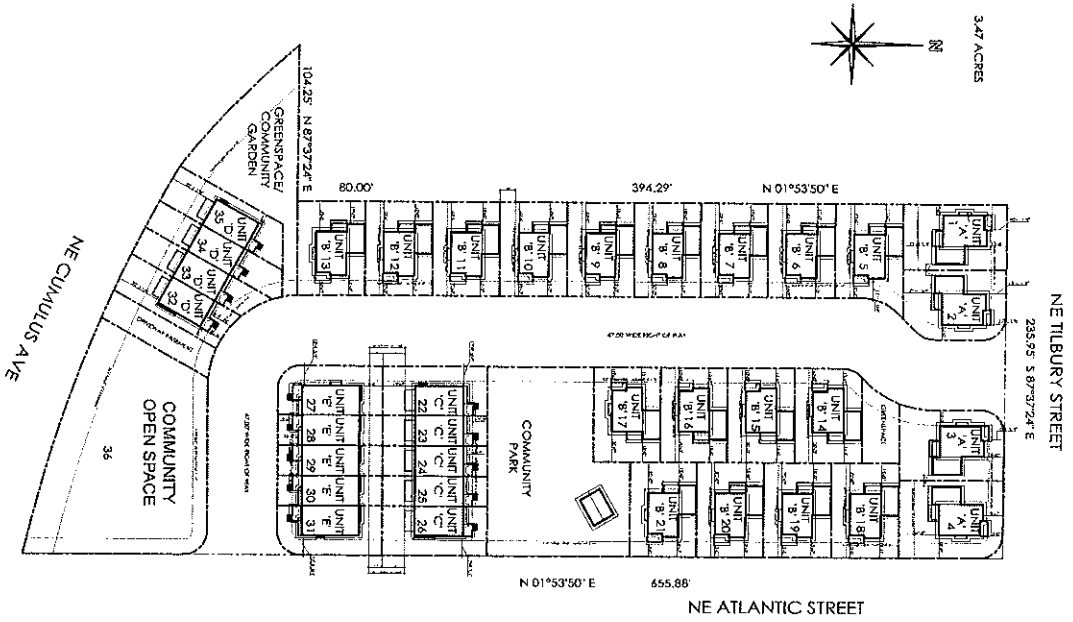
ISSUED FOR:

REVISION REVIEW	7.03.14
DESIGN REVIEW	7.03.14
REVISED REVIEW	7.24.14

SHEET NO.

S

PROPOSED SOUTHERN LOT DEVELOPMENT



Note: This drawing is intended for purposes of satisfying requirements of the approved subdivision and reflects McMinnville Area Habitat for Humanity's long-term development vision for this site. These plans are non-binding and may be subject to change as future conditions may warrant.

S4

SHEET NO.

ISSUED FOR:

MCMINNVILLE
HABITAT FOR
HUMANITY
ATLANTIC
STREET
COMMUNITY

ATLANTIC ST. & TILBURY ST.
MCMINNVILLE, OR

10/1/2011

10/1/2011

10/1/2011

10/1/2011

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10/1/2011

m.o.d
day
4406 NE 12th Ave
Portland, OR 97211
www.modaydesign.net
phone: 503.475.6151
mo.design@comcast.net

Habitat for Humanity
P.O. BOX 301
120 SE COMB
MCMINNVILLE, OR 97128
503.475.6151

ORDINANCE NO. 4941

An Ordinance rezoning certain property from an R-1 (Single-Family Residential) zone and County VLDR-1 (Very Low Density Residential, One Acre Minimum) zone to an R-4 PD (Multi-Family Residential Planned Development) zone on a parcel of land approximately 3.47 acres in size.

RECITALS

The Planning Commission received an application (CPA 1-10/ZC 3-10/S 1-10) from the McMinnville Area Habitat for Humanity, dated December 28, 2010, requesting a Comprehensive Plan Map amendment from Residential to Commercial, and a Zone Change from an R-1 (Single-Family Residential) zone to a C-1 PD (Neighborhood Business, Planned Development) zone on approximately 14,293 square feet of a 3.47 acre property. The applicant also requested a zone change from an R-1 (Single Family Residential) zone and County VLDR-1 (Very Low Residential, One Acre Minimum) zone to an R-4 PD (Multi-Family Residential, Planned Development) zone on the balance of this property. Concurrent with these requests, the applicant requested approval of a tentative subdivision plan for the entire property that, if approved, would provide lots for the construction of 21 single-family detached homes, 14 townhomes, open space, and one lot for neighborhood commercial use. The subject site is located at 105 NE Atlantic Street, and is more specifically described as Tax Lot 600, Section 21DD, T. 4 S., R. 4 W., W.M.

A public hearing was held on February 17, 2011 at 6:30 p.m. before the McMinnville Planning Commission after due notice had been given in the local newspaper on February 9, 2011, and written notice had been mailed to property owners within 300 feet of the affected property. Testimony was received from both proponents and opponents to the proposal and, at the request of the applicant, the February hearing was continued to the Commission's March 17, 2011 meeting. At the March hearing, the Commission received additional testimony and, at the request of the opponents, the record was left open for a period of time to permit the submittal of additional written material. The record was also left open to permit rebuttal by the applicant; and

The Planning Commission reconvened on April 21, 2011 to consider the body of testimony received. As part of this testimony, the applicants requested their original application be amended by removing from their development plans the proposed neighborhood commercial site, thus eliminating the need for the Comprehensive Plan Map amendment from Residential to Commercial. All other elements of the proposal and request remained as originally proposed; and

At said public hearings, testimony was received, the application materials and a staff report were presented. The Planning Commission, being fully informed about the applicant's request, found that the proposed change conformed to the zone change review criteria listed in Chapter 17.74.020 of Ordinance No. 3380, and that the zone change is consistent with the Comprehensive Plan based on the material submitted by the applicant and findings of fact and the conclusionary findings for approval contained in the staff report, all of which are on file in the Planning Department; and

The Planning Commission approved said zone change and recommended said change to the City Council. Notice of the Commission's action was mailed on April 22, 2011 to all parties that participated in the hearings advising them of the decision and their appeal rights; and

Subsequent to that notification, on May 9, 2011, an appeal of the Planning Commission's recommendation was filed with the McMinnville Planning Department. Consistent with the requirements of the McMinnville Zoning Ordinance, a public hearing was scheduled before the City Council on June 14, 2011 after due notice had been given in the local newspaper on June 4, 2011, and written notice had been mailed to property owners within 300 feet of the affected property; and

At said public hearing, testimony was received, the application and materials and staff report were presented and a decision reached; and now, therefore,

THE CITY OF McMINNVILLE ORDAINS AS FOLLOWS:

Section 1. That the Council denies the appeal and adopts the findings and conclusions of the Planning Commission, staff report on file in the Planning Department, and the application filed by the McMinnville Area Habitat for Humanity.

Section 2. That the property described in Exhibit "A," is hereby rezoned from an R-1 (Single-Family Residential) zone and County VLDR-1 (Very Low Residential, One Acre Minimum) zone to an R-4 PD (Multi-Family Residential, Planned Development) zone, subject to the following conditions:

1. That uses within the subject property shall be limited to residential.
2. That the following exceptions to minimum lot size and setback requirements are approved as part of this application:
 - a) Minimum lot size for single-family detached housing shall be 2,835 square feet
 - b) Minimum lot size for single-family attached housing shall be 1,400 square feet
 - c) Single-family detached housing shall have the following minimum setbacks:
 - 15-foot rear-yard setback for lots 5 through 21, applicable to garages only;
 - A 3.5-foot side-yard setback between Lots 1 and 2, and between Lots 3 and 4 applicable to garages only;
 - A 10-foot front-yard setback for covered (front) porches and a 13-foot front-yard setback for all other structures;
 - Zero setback at the northern property line for garages on Lots 5 – 21,
 - Exterior side-yard setback of 10 feet for Lots 2 and 3.
 - d) The subject site shall have a density limit of 11.15 du/gross acre.
3. That final development plans as approved by the Planning Director (see Condition No. 3 in S 1-10) as part of this application shall be placed on file with the Planning Department and become a part of the zone and binding on the owner and developer. The developer will be responsible for requesting permission of the Planning Commission for any major change of the details of the adopted site plan. Minor changes to the details of the adopted plan may be approved by the City Planning Director. It shall be the Planning Director's decision as to what constitutes a major or minor change. An appeal from a ruling by him may be made only to the Commission. Review of the Planning Director's decision by the Planning Commission may be initiated at the request of any one of the commissioners.

4. That signage shall be consistent with the standards noted in Ordinance No.4572.

First Reading: Read and passed by the Council this 28th day of June 2011, by the following votes:

Ayes: Hill, Menke, Ruden, Olson

Nays: Jeffries, May, Yoder

Second Reading: Read and passed by the Council this 12th day of July 2011, by the following votes:

Ayes: Hill, Menke, Ruden, Olson

Nays: Jeffries, May, Yoder

Approved this 12th day of July 2011.



MAYOR

Attest:

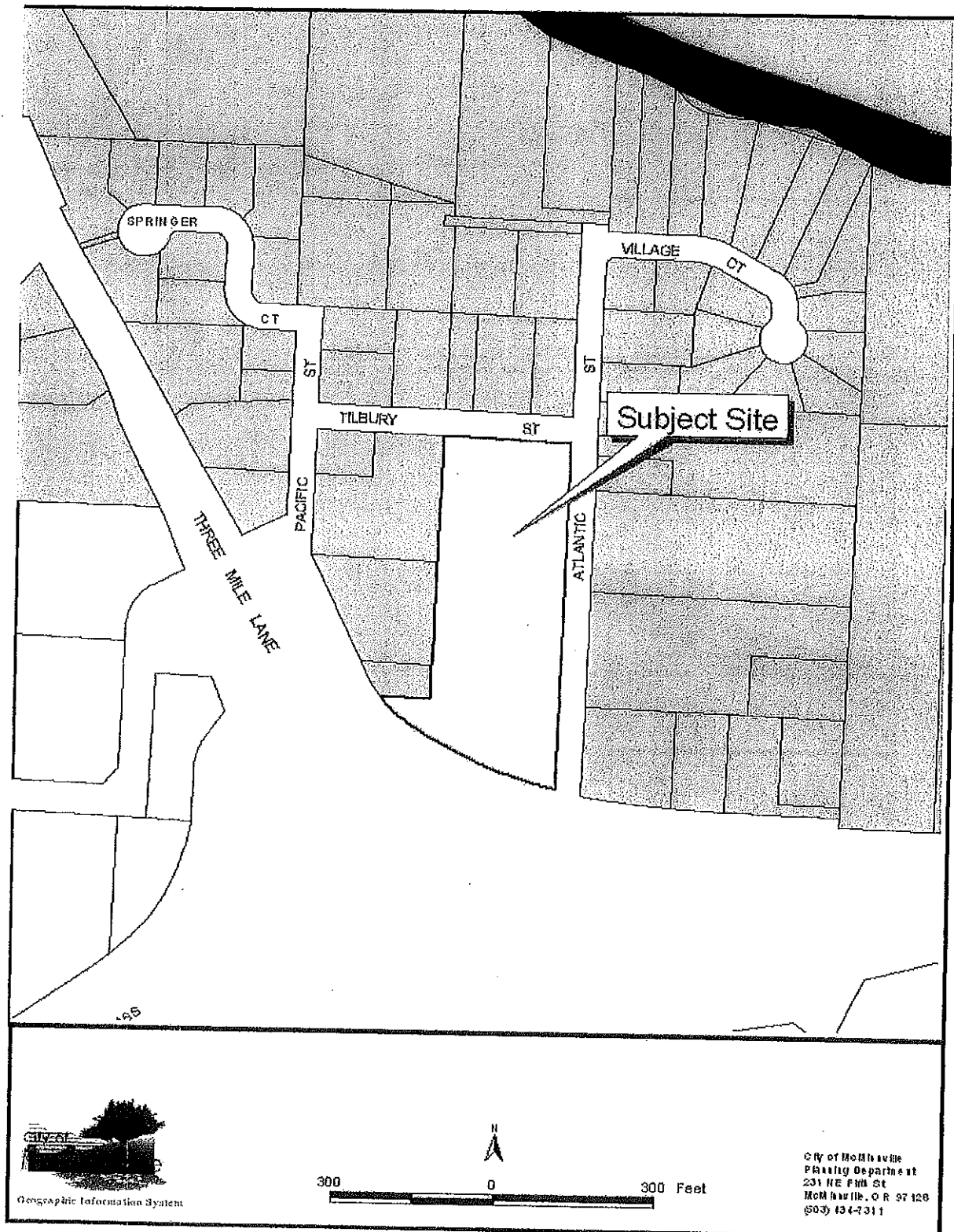

CITY RECORDER

Approved as to form:


CITY ATTORNEY

Exhibit "A"

Parcel 1 of Partition Plat 2002-39, recorded November 6, 2002 as Instrument No. 200221958, Deed and Mortgage Records, Yamhill County, Oregon.



NOTICE

NOTICE IS HEREBY GIVEN that the McMinnville Planning Commission will hold a public hearing on the 20th day of November, 2014, at the hour of 6:30 p.m. in the McMinnville Civic Hall Building at 200 NE Second Street in the City of McMinnville, Oregon, to take testimony and evidence on the following matter:

DOCKET
NUMBER

ZC 2-14 McMinnville Area Habitat for Humanity is requesting approval to amend the development plan for the Aspire subdivision to allow residential use in the southeast portion of the site that is currently planned for community open space. The proposed amendment, if approved, would relocate four existing lots from elsewhere in the Aspire subdivision to this location. The subject site is located at 105 NE Atlantic Street, and is more specifically described as Tax Lot 600, Section 21DD, T. 4 S., R. 4 W., W.M.

Persons are hereby invited to attend the McMinnville Planning Commission hearing to observe the proceedings, to register any statements in person, by attorney, or by mail to assist the McMinnville Planning Commission in making a decision.

The Planning Commission's decision on the above public hearing item must be based on findings that a specific set of criteria have been or have not been met. Testimony and evidence at the public hearing must be directed toward those criteria, which are generally as follows:

1. The goals and policies of the McMinnville Comprehensive Plan.
2. The requirements of McMinnville Ordinance No. 3380 (Zoning Ordinance) with particular emphasis on Chapter 17.03.020 (Purpose), Chapter 17.21 (R-4, Multi-Family Residential Zone), Chapter 17.51 (Planned Development), Chapter 17.72 (Applications and Review Process) and Chapter 17.74 (Review Criteria).
3. Planned Development Ordinance No. 4941 and Three Mile Lane Planned Development Ordinance No. 4131 (as modified by Ordinance No. 4572).

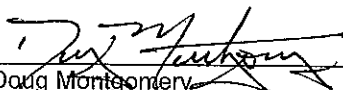
Failure to raise an issue in person or by letter prior to the close of the public hearing with sufficient specificity to provide the Planning Commission opportunity to respond to the issue, precludes appeal to the City Council on that issue.

The failure of the applicant to raise constitutional or other issues relating to proposed conditions of approval with sufficient specificity to allow this Commission to respond to the issue precludes an action for damages in circuit court.

The decision-making criteria, application, and records concerning this matter are available in the McMinnville Planning Department office at 231 NE Fifth Street, McMinnville, Oregon, during working hours.

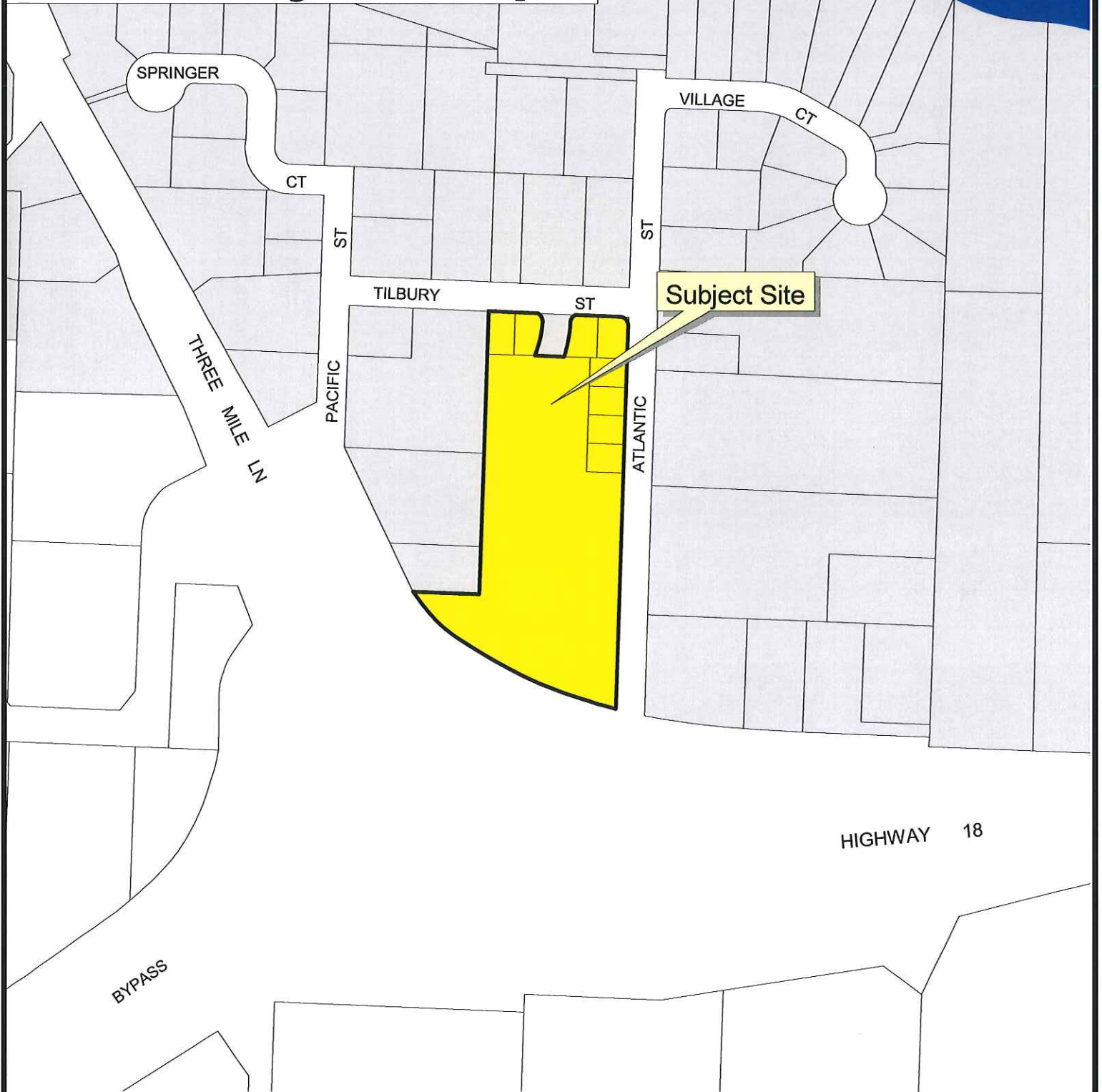
For additional information contact Doug Montgomery, Planning Director, at the above address, or phone (503) 434-7311.

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.


Doug Montgomery
Planning Director

(Map of area on back)

Vicinity Map



Geographic Information System



City of McMinnville
Planning Department
231 NE Fifth St
McMinnville, OR 97128
(503) 434-7311

ZC 2-14

Map No.	Tax Lot	Site Address	Owner	Attn:	Mailing Address	City	State	Zip
2	R4421DD00201	220 NE PACIFIC ST	GORRETTA ANTHONY	GORRETTA ANTHONY T	220 NE PACIFIC ST	MCMINNIVILLE	OR	97128
3	R4421DD00201	220 NE PACIFIC ST	GORRETTA ANTHONY	GORRETTA ANTHONY T	220 NE PACIFIC ST	MCMINNIVILLE	OR	97128
4	R4421DD00102	219 NE ATLANTIC ST	CARPENTER LARRY	CARPENTER LARRY R & ELSIE S	219 NE ATLANTIC ST	MCMINNIVILLE	OR	97128
5	R4421DD00100	219 NE ATLANTIC ST	BONNETT ROY	BONNETT ROY E & MARIBETH	217 NE ATLANTIC ST	MCMINNIVILLE	OR	97128
6	R4422CC00918	2110 NE VILLAGE CT	HAMILTON EUGENE	HAMILTON CHRISTINE M	2110 NE VILLAGE CT	MCMINNIVILLE	OR	97128
7	R4422CC00917	2124 NE VILLAGE CT	MCLEOD VIRGINIA	MCLEOD VIRGINIA J	775 NE 27TH ST NO 106	MCMINNIVILLE	OR	97128
8	R4422CC00915	2170 NE VILLAGE CT	SCHAECHER DARLENE	SCHAECHER PAUL C	2172 NE VILLAGE CT	MCMINNIVILLE	OR	97128
9	R4422CC00901	210 NE ATLANTIC ST	KELLER LARRY	KELLER LARRY G & SHIRLEY A	210 NE ATLANTIC ST	MCMINNIVILLE	OR	97128
10	R4421DD00300	206 NE PACIFIC ST	ANDERSON ERICA	ANDERSON ERICA	206 NE PACIFIC AVE	MCMINNIVILLE	OR	97128
11	R4421DD00400	2015 NE TILBURY ST	MULLINS JAMES	MULLINS JAMES D & DEBORAH	PO BOX 993	MCMINNIVILLE	OR	97128
12	R4421DD00502		ALAMEDA BECKY	ALAMEDA FRANK C	PO BOX 1173	MCMINNIVILLE	OR	97128
13	R4421DD00500	2025 NE TILBURY ST	WIESE JEFFREY	WIESE JEFFREY A	2025 NE TILBURY ST	MCMINNIVILLE	OR	97128
14	R4421DD00501	215 NE ATLANTIC ST	HUSTON DAVID	HUSTON DAVID W & SENGCHANH	215 NE ATLANTIC ST	MCMINNIVILLE	OR	97128
15	R4422CC00914	2184 NE VILLAGE CT	KEIHLE DONNA	KEIHLE DONNA	2184 NE VILLAGE CT	MCMINNIVILLE	OR	97128
16	R4421DD00301		ANDERSON WILLIAM	ANDERSON WILLIAM S	200 NE PACIFIC ST	MCMINNIVILLE	OR	97128
17	R4422CC01000	200 NE ATLANTIC ST	AXTELL RODNEY	AXTELL RODNEY D & PRISCILLA	200 NE ATLANTIC ST	MCMINNIVILLE	OR	97128
18	R4421DD01004	203 NE PACIFIC ST	SPRINGER ALLEN	SPRINGER ALLEN J & KERRIL	1910 NE SPRINGER CT	MCMINNIVILLE	OR	97128
19	R4422CC01101	190 NE ATLANTIC ST	BRENNER SHERIDEEN	BRENNER SHERIDEEN K	40201 NE MEYERS RD	LA CENTER WA		98629
20	R4421DD01003	165 NE PACIFIC ST	MILLER JEAN	MILLER JEAN L	165 NE PACIFIC ST	MCMINNIVILLE	OR	97128
21	R4422CC01102		BAKER ROCK	BAKER ROCK ACQUISITIONS LLC	PO BOX 477	MCMINNIVILLE	OR	97128
22	R4421DD00700	160 NE PACIFIC ST	MCFARLAND JOHN	MCFARLAND JOHN P	160 NE PACIFIC ST	MCMINNIVILLE	OR	97128
23	R4421DD00701		WEST CONGREGATION	JEHOVAHS WITNESSES MCMINNIVILLE OREGON	160 NE PACIFIC ST	MCMINNIVILLE	OR	97128
28	R4422CC01100	160 NE ATLANTIC ST	BAKER ROCK	BAKER ROCK ACQUISITIONS LLC	PO BOX 477	MCMINNIVILLE	OR	97128
29	R4421DD01001	155 NE PACIFIC ST	CUMMINGS LAWRENCE	CUMMINGS CHRISTINE C REV LIV TRUST 1/2	10555 SE AMITY RD	AMITY OR		97101
32	R4422CC01200	158 NE ATLANTIC ST	NICKOLSEN GARY	NICKOLSEN GARY J & PAMELLA	158 NE ATLANTIC ST	MCMINNIVILLE	OR	97128
36	R4421DD00800	1955 NE CUMULUS AVE	PACKARD TIMOTHY	PACKARD SHEILA L	1955 NE CUMULUS AVE	MCMINNIVILLE	OR	97128
37	R4422CC01201	1126 NE ATLANTIC ST	AMERICAN LEGION	AMERICAN LEGION POST 21	PO BOX 11	MCMINNIVILLE	OR	97128
38	R4421DD00601	2005 NE CUMULUS AVE	MCMINNIVILLE CITY	MCMINNIVILLE CITY OF	230 NE 2ND ST	MCMINNIVILLE	OR	97128
39	R4421DD01500	1945 SE NEHEMIAH LN	FULLER TIMOTHY	MCKERRALL-FULLER SUSAN	1945 SE NEHEMIAH LN	MCMINNIVILLE	OR	97128
40	R4422CC01300	2125 NE CUMULUS AVE	PEAVEY STATIONS	PEAVEY STATIONS INC	PO BOX 787	MCMINNIVILLE	OR	97128
41	R4422CC01304		CUMCLUS LLC	CUMCLUS LLC	PO BOX 828	MCMINNIVILLE	OR	97128

Date Sent 10/30/14
Sent By 80

ZC-2-14

Map No.	Tax Lot	Site Address	Owner	Attn:	Mailing Address	City State	Zip
Owner		2012 NE TILBURY ST	MCMINNVILLE AREA	MCMINNVILLE AREA HABITAT FOR HUMANITY	PO BOX 301	MCMINNVILLE OR	97128
Owner		2016 NE TILBURY ST	MCMINNVILLE AREA	MCMINNVILLE AREA HABITAT FOR HUMANITY	PO BOX 301	MCMINNVILLE OR	97128
Owner		2020 NE TILBURY ST	MCMINNVILLE AREA	MCMINNVILLE AREA HABITAT FOR HUMANITY	PO BOX 301	MCMINNVILLE OR	97128
Owner		2030 NE TILBURY ST	MCMINNVILLE AREA	MCMINNVILLE AREA HABITAT FOR HUMANITY	PO BOX 301	MCMINNVILLE OR	97128
Owner	R4421DD00600	105 NE ATLANTIC ST	MCMINNVILLE AREA	MCMINNVILLE AREA HABITAT FOR HUMANITY	PO BOX 301	MCMINNVILLE OR	97128
Owner		161 NE ATLANTIC ST	MCMINNVILLE AREA	MCMINNVILLE AREA HABITAT FOR HUMANITY	PO BOX 301	MCMINNVILLE OR	97128
Owner		157 NE ATLANTIC ST	MCMINNVILLE AREA	MCMINNVILLE AREA HABITAT FOR HUMANITY	PO BOX 301	MCMINNVILLE OR	97128
Owner		153 NE ATLANTIC ST	MCMINNVILLE AREA	MCMINNVILLE AREA HABITAT FOR HUMANITY	PO BOX 301	MCMINNVILLE OR	97128
Owner		147 NE ATLANTIC ST	MCMINNVILLE AREA	MCMINNVILLE AREA HABITAT FOR HUMANITY	PO BOX 301	MCMINNVILLE OR	97128
Applicant			MCMINNVILLE AREA	MCMINNVILLE AREA HABITAT FOR HUMANITY	PO BOX 301	MCMINNVILLE OR	97128

Date Sent 10/28/14
Sent By SPJ



DATE: November 20, 2014
TO: Planning Commission Members
FROM: Doug Montgomery, Planning Director
SUBJECT: ELECTION OF OFFICERS

The annual election of officers has been placed on your November 20, 2014, meeting agenda. Persons voted at this meeting to hold the positions of Chair, Vice Chair, and Secretary would assume those positions January of 2015. The current slate of officers includes Frank Butler (chair), Wendy Stassens (vice chair), and me (secretary).

The following outline is provided to help guide you through this election process.

1. The current Chair will ask for nominations for the position of Chair. Commissioners wishing to nominate a fellow commissioner for this position would do so at that time (more than one person can be placed for nomination).
 - Motion: *"I would like to nominate [_____] for the position of Chair."*
2. Once it is evident that there are no further nominations, the following motion would be made:
 - Motion: *"I move to close the floor to further nominations."*
3. A member of the Commission may then move to elect one of the nominated members to the position of Chair. If seconded, the Commission would then vote on the motion.
 - Motion: *"I move to elect [_____] to the position of Chair."*
4. This same process is then repeated for the Vice-Chair and Secretary positions.

As an alternative to the above, the Commission could choose to elect the current slate of officers to another year of service. If that were the desire, the motion would be as follows:

Motion: *"I move to close the floor to nominations and elect the current slate of officers to the positions of Chair, Vice-Chair, and Secretary."*

If you should have any questions regarding this process, please feel free to call or email me.