

MINUTES

Members Present: Chair Stassens, Vice Chair Tiedge, Commissioners Chroust-Masin, Geary, Hall, Hillestad, Morgan, Pietz and Thomas

Members Absent: None

Staff Present: Mr. Pomeroy, Mr. Koch and Mrs. Dyer

1. Call to Order

Chair Stassens called the meeting to order at 6:31 p.m., and welcomed both City Attorney David Koch and Commissioner Zack Geary to their first Planning Commission meeting since their recent appointments. Mr. Koch and Geary each introduced themselves to the Commission and the audience.

2. Approval of Minutes: October 15, 2016 and January 21, 2016

Chair Stassens called for a motion for approval of the Planning Commission minutes. Commissioner Tiedge MOVED to approve the minutes from October 15, 2016 as presented, SECONDED by Commissioner Morgan. Motion passed unanimously. Commissioner Hillestad then MOVED to approve the minutes from January 21, 2016 as presented, SECONDED by Commissioner Pietz. Motion passed unanimously.

3. Public Hearing (Quasi Judicial)

• Docket CU 1-16

Request: Approval of a conditional use permit to allow a residential facility providing residential care for no more than 15 (fifteen) persons within an existing structure.

Location: 1420 NE Johnstone Court and is more specifically described as Tax Lot 03600, Section 16AB, T. 4 S., R. 4 W., W.M.

Applicant: Yamhill County Health & Human Services Department

Chair Stassens opened the public hearing at 6:39 p.m. and called for abstentions, objections to jurisdiction, and disclosures. There were none. Five Planning Commissioners disclosed that they had visited the subject site. There being no abstentions or objections to jurisdiction, she requested the staff report.

Principal Planner, Ron Pomeroy provided the staff report and stated that staff was recommending approval of the request subject to the conditions listed in the staff report.

Commissioner Tiedge asked who was requesting the license. Mr. Pomeroy clarified that it was the Yamhill County Health and Human Services Department (HHS).

Chair Stassens called for the applicant's testimony at 6:45pm.

The applicant, Silas Halloran-Steiner, 627 Evans St, McMinnville, approached and introduced the staff that accompanied him. Mr. Halloran-Steiner explained the reasoning behind the project and the significance of the program for its clients. He stated that this proposal was only for the housing of women and their dependent children. Mr. Halloran-Steiner stated that the other similar homes they have in operation locally have not generated any complaints or conflicts with the community since their inception. Their plans for modifying the home were mainly limited to interior modifications for safety and maintenance purposes while exterior improvements would be mostly limited to yard maintenance. He stated that they were in support of the staff report and its recommendation along with a proposal to modify condition of approval number two which Mr. Halloran-Steiner read aloud and provided in writing.

Chair Stassens asked for any questions from the Commissioners.

Commissioner Hall asked the applicant why he was proposing a modification to condition number two.

Mr. Halloran-Steiner said that he wanted the condition to be more specific as to the type of approval they would be acquiring from the State.

Commissioner Morgan asked if the house was big enough to accommodate up to 15 people.

Mr. Halloran-Steiner replied that it was a 5 bedroom, 2 bathrooms, 2,000 sq ft. home which was ample size for the number of residents proposed. He stated that they wanted to make it more ADA accessible, update the upstairs, child proof the home, improve the exterior, add an additional half bath and make sure it was compliant to all applicable building and fire codes. He also offered that he believed it was important to have the home located near other similar facilities in the neighborhood so the staff would not be scattered around town and it would be easier to maintain an approximately equal number of individuals in each of the residences.

Commissioner Morgan asked what the dropout and success rate was for those enrolled in the program.

Mr. Halloran-Steiner replied that about 72 percent of participants successfully completed the program.

Marie McDaniel Bellasario, 627 NE Evans Street, McMinnville, representing the applicant, added that anyone who entered the program was a success since they were no longer on the streets.

Commission Morgan asked what the point of the program was.

Ms. Bellasario said it was for the clients to learn parenting and survival skills necessary to help stop the pattern of child welfare and social traumas before they affected the children. She discussed the impact drugs have on children and the trauma of taking children away from their mother. She further stated that the current program was successful because children could be

with their mother who would be working to be more support to the children they were trying to serve.

Commissioner Geary asked what the average stay of a client was.

Mr. Halloran-Steiner said 8-12 months but it depended on affordable housing opportunities.

Commissioner Geary then asked how the residents transition out of the home.

Callie Gamble, 627 NE Evans Street, McMinnville, provided testimony that the program staff have weekly team meetings to know where the residents are so when it is time for them to transition out of the facility, they know what classes to go to and they have learned basic survival skills like budgeting, shopping and schooling. She furthered by saying that sometimes it takes two to four months for a client to fully transition.

Commissioner Chroust-Masin asked if there were other facilities in town like the one proposed.

Mr. Halloran-Steiner said there were two other women's homes in the same neighborhood as the proposed facility.

Commissioner Chroust-Masin asked if there had ever been complaints from neighbors.

Ms. Gamble said that they have received only one complaint in the past five to seven years and that it had involved cigarette smoking. The situation was immediately addressed and has not occurred since.

Commissioner Pietz asked if improvements made to the residence would be completed to the standards of the local Fire Department.

Mr. Halloran-Steiner said they would be completing all improvements to those standards.

Commissioner Hillestad asked if any other organization did what they do by "clumping" people together. He also asked if there was other low cost subsidized housing available in McMinnville.

Mr. Halloran-Steiner stated that there were other such housing opportunities in McMinnville.

Commissioner Hillestad asked what staff being "on call" meant.

Ms. Gamble stated that the staff was onsite seven days a week and that she was also on call as a backup.

Commissioner Hillestad asked if someone was on call 24 hours a day.

Ms. Gamble replied that there was not.

Commissioner Morgan asked how many vehicles would be parked on-site and if parking was available.

Ms. Gamble said most of the residents didn't have cars and that the staff came and went throughout the day. She believed that the house used less parking than the average family home given the lack of vehicles.

Commissioner Morgan asked how many residents had a vehicle.

Ms. Gamble said very few if any had vehicles and the program staff helped them to get to work and obtain their drivers license during recovery.

Commissioner Morgan then asked how the clients get to doctor's appointments, etc.

Ms. Gamble replied that they try to get them to be as self-sufficient as possible and that public transportation is readily available in that area.

Commissioner Morgan asked what the minimum required house size was to accommodate up to 15 people.

Mr. Halloran-Steiner stated that he did not know if there was a minimum but was certain that the home purchased was a good size and that they wouldn't have applied for this application if the home wasn't conducive to the project.

Commissioner Morgan stated that he understood but asked that if the home was a 1 bedroom bungalow, would it be okay to use.

Mr. Halloran-Steiner re-stated that they wouldn't be at the hearing if the residence was that small.

Chair Stassens said that this was a question for the building department.

Mr. Pomeroy said that comments were solicited from the Building and Fire Departments regarding this application and that neither department had raised occupancy as an issue.

Commissioner Morgan asked for further explanation of the occupancy code.

Mr. Pomeroy said, again, the Fire and Building Departments didn't raise any concerns as to the issue of occupancy.

City Attorney David Koch mentioned that the Commission should be careful about the kind of questions they were asking because it appeared that what they were asking was beyond the scope of the criteria for this conditional use permit request.

Chair Stassens asked if there were any other questions from the Commissioners and there were none.

Chair Stassens asked if there was anyone else in favor of the application that wished to speak.

Elise Hui, Director of the Housing Authority of Yamhill County, 135 NE Dunn Place, McMinnville, approached and mentioned that any house of this size is up to code for housing 15 people, so that was not a concern that needed to be discussed. She also mentioned that she regularly drove by the Galloway residence to ensure it was being run well. She stated that if not for these residences, these women would be on the streets or living in cars and that this opportunity provided a great progression in the community and a great way to focus on health and family.

Chair Stassens asked if anyone else in favor would like to speak and there were none.

Chair Stassens asked if anyone in opposition would like to speak and there were none.

Mr. Pomeroy replied that no public agencies had voiced concern regarding the proposal.

Mr. Halloran-Steiner waived the seven day time period allowed for submittal of final written arguments in support of the application, and Chair Stassens closed the public hearing at 7:21 pm.

Commissioner Chroust-Masin stated that he would be in favor of amending the conditions of approval as requested.

Commissioner Pietz agreed and thanked the applicants for the value of their service.

Commissioner Tiedge commented that he found fault in the zoning ordinance as it did not provide information relative to residential occupancy limits but not in the application, so he agreed with approving the application.

Chair Stassens agreed the application met all the criteria and thanked the applicant.

Commissioner Chroust-Masin MOVED, based on the findings of the fact, the conclusionary findings for approval, and materials submitted by the applicant to APPROVE CU 1-16 subject to conditions of approval as detailed in the staff report and modified as proposed by the applicant; SECONDED by Commissioner Hall. The motion passed unanimously.

4. Docket CU 2-16

<u>Request:</u>	Approval of a conditional use permit to allow a day care facility within an existing structure.
<u>Location:</u>	470 NE Norton Lane and is more specifically described as a portion of Tax Lot 03700, Section 22, T. 4 S., R. 4 W., W.M.
<u>Applicant:</u>	Tankersley, Wright & Strunk, LLC, representing Chemeketa Community College

Chair Stassens called the public hearing to order at 7:29 p.m. and called for abstentions, objections to jurisdiction, and disclosures. Two Planning Commissioners disclosed that they had visited the subject site. There being no abstentions or objections to jurisdiction, Chair Stassens requested the staff report. Mr. Pomeroy referred to the staff report and the application and entered two additional exhibits into the record: letter submitted by Mr. Kerr on February 15, 2016; letter submitted by Mr. Hinton on February 12, 2016. Mr. Pomeroy mentioned that the application met all criteria required and that staff was recommending approval subject to conditions as noted in the staff report.

Commissioner Geary asked what year the house was built.

Mr. Pomeroy replied that while he did not know, its construction pre-dated the surrounding neighborhood.

Commissioner Geary asked what Chemeketa's purchase date of the residence was.

Mr. Pomeroy replied 2007.

Chair Stassens asked if there were any other questions for staff, and there were none. She then asked for the applicant's testimony.

Joseph Strunk, P.O. Box 625, McMinnville, stated how excited they were for this project and that it was going to be a great addition to McMinnville and similar to the success of Head Start of Yamhill County. He mentioned that Chemeketa concurred with the staff report. Mr. Strunk also addressed the letters that were entered into the record by Mr. Pomeroy. He mentioned that the comments in those two letters were not warranted because the site was properly zoned for the operation of a day care facility. Mr. Strunk also said that the current driveway would not be relied upon for use by the day care facility as they would be utilizing the vehicle circulation pattern identified in the application.

Commissioner Hillestad asked if the existing driveway would be upgraded and if so, what would those upgrades be.

Mr. Strunk said they would improve the driveway approach and the sidewalk.

Commissioner Geary asked if there were any environmental reports or geo-surveys completed prior to the close of the property that would influence health.

Mr. Strunk replied that studies were done and nothing negative was identified.

Commissioner Tiedge asked if the driveway was paved and Mr. Strunk said it was.

Commissioner Morgan asked how old the structure was and if there was a well on the property.

Mr. Strunk replied that it was built in the 1970's so there was a caged well onsite that they may use for irrigation purposes only. Alternatively, Chemeketa may choose to abandon the well entirely.

Chair Stassens asked if there were any other questions from the Commission and there were none. She then asked if there was anyone else in favor who would like to testify in favor of the request and there were none.

Chair Stassens called for any persons that would like to testify in opposition to the request and there were none.

No person that participated in the hearing requested the record remain open or be continued for further testimony. The applicant waived the seven day time period allowed for submittal of further testimony in support of the application and Chair Stassens closed the public hearing at 7:42 p.m.

Commissioner Pietz **MOVED** based on the findings of fact, the conclusionary findings for approval, and materials submitted by the applicant to **APPROVE** CU 2-16 subject to the conditions of approval listed in the staff report; **SECONDED** by Commissioner Hillestad. The motion passed unanimously.

5. Old/New Business

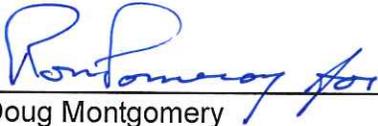
Chair Stassens opened the floor to any old and/or new business.

Mr. Pomeroy stated that the next Planning Commission meeting would be on March 17th for review of another Conditional Use application similar to CU 1-16.

Commissioner Pietz stated that this evening was her last meeting serving as a Planning Commissioner because she was expecting a child and would be moving closer to Salem. She was very thankful for her time serving on the Commission and for the excellent staff reports provided to the Commission by City Staff.

6. Adjournment

Commissioner Chroust-Masin MOVED to adjourn the meeting. The motion was SECONDED by Commissioner Geary. Motion PASSED unanimously. Chair Stassens ADJOURNED the meeting at 7:56 p.m.



Doug Montgomery
Secretary