



Planning Commission Meeting

June 12, 2025

CALL MEETING TO ORDER

Vice Chair Layne Quinn called meeting to order at 7:00 p.m.

ROLL CALL

Commissioners Present:

Linda Newton-Curtis(Chair)
Jason Dale
Mathew Mansfield
Randy Rickert
Jose Villalpando
Kriss Wright

Commissioners Absent: Elise Steffen (Student)
Layne Quinn (Vice Chair)

City Council Representative:

Jeri Turgesen(Absent)

Staff Present:

Community Development Director: Scot Siegel
Assistant Planner: James Dingwall
Administrative Assistant: Fê Bates

PUBLIC COMMENTS

There were no public comments.

CONSENT CALENDAR

5/8/2025 Planning Commission Meeting Minutes

Chair Newton-Curtis called for a motion to approve the consent calendar containing the Planning Commission meeting minutes from May 8, 2025.

*Commissioner Wright moved to adopt the Planning Commission meeting minutes of May 8, 2025.
Commissioner Mansfield seconded the motion.*

The motion passed unanimously with all present members voting "Aye".

Quasi-Judicial Public Hearings

Conditional Use Permit And Minor Modification- PLNG-25-11 For A Tower Extension And Collocation At 500 E Illinois Street, Yamhill County Tax Lot

R3218DD 01000

Chair Newton-Curtis introduced the quasi-judicial public hearing for a conditional use permit and minor modification for a tower extension and collocation at 500 E Illinois Street. She called for abstentions, bias, ex parte contact, and objections to jurisdiction, of which there were none.

Administrator Bates read the quasi-judicial announcement sheet, outlining the legal requirements and procedures for the hearing.

Associate Planner James Dingwall presented the staff report. He explained that the application was for a conditional use permit and minor modification to extend an existing telecommunications tower by 20 feet and expand the ground facilities. The proposal included maintaining the stealth design of the tower as a faux mono-fur. Dingwall noted that the application qualified as an eligible facilities request under FCC rules.

Dingwall reviewed the approval criteria for minor modifications, conditional use permits, airport overlay subdistrict standards, and special use standards for telecommunication facilities. He stated that staff found the proposal to be in compliance with all applicable criteria, subject to conditions of approval.

Phillip Kitzes, representing the applicant Centerline Communications, spoke via Zoom. He expressed appreciation for the staff's work and stated they were comfortable with the proposal and conditions. Kitzes addressed questions about safety features, noting the tower extension would have a breakaway design.

Corina Rice, a local resident, provided public testimony. She asked about additional safeguards, visibility markers, lighting, and emergency procedures for the tower. She also inquired about landscaping maintenance in the surrounding area.

Commissioner Dale addressed some of Rice's concerns, explaining that the tower's location was well outside normal flight paths and any existing lighting would be sufficient.

Dingwall clarified that the Oregon Department of Aviation would review and approve any required lighting or markings as part of the building permit process.

Kitzes responded to Rice's questions, stating that AT&T would be responsible for the facility, there would be signage with emergency contact information, and safety measures like fencing would be in place. He noted that lighting and fire suppression were not currently proposed but could be added if required during the building permit process.

Chair Newton-Curtis closed the public hearing portion and opened deliberations.

Commissioner Wright inquired about the emergency backup generator, but was reminded by Commissioner Dale that the public record was closed and such questions could not be directed to the applicant at this stage.

Chair Newton-Curtis asked about the possibility of adding a condition regarding replacement of landscaping if plants die. Community Development Director Scot Siegel explained that while such a condition could be added, enforcement would typically be complaint-driven due to limited staff resources.

Commissioner Dale moved to approve PLNG-25-11, conditional use permit for minor modification of

the tower at 500 East Illinois Street, as amended. Commissioner Rickert seconded the motion.

The motion passed unanimously with all present members voting in favor.

ITEMS FROM STAFF

Community Development Director Scot Siegel provided an update on upcoming Planning Commission activities:

- Vacation rental policy updates were moving to City Council for a public hearing in July.
- Code maintenance updates were scheduled for Planning Commission review, with work sessions planned for July and August, and a potential public hearing in September.
- The city was updating its approved street tree list and reviewing policies on tree replacement requirements.
- Grant applications were being prepared for updates to the Transportation System Plan and the Housing Element of the Comprehensive Plan.
- The Economic Opportunities Analysis was expected to move forward to City Council for adoption soon.

Siegel also mentioned that the planning team would be updating their list of ongoing projects to remove completed items and reprioritize remaining work.

ITEMS FROM COMMISSIONERS

Commissioner Wright inquired about a potential ceremony for a carved redwood tree piece in Memorial Park. Siegel was unsure but promised to follow up.

Wright also asked about the possibility of citizen volunteers maintaining areas in the public right-of-way that were not being adequately maintained. Siegel suggested contacting Public Works to report such areas and said he would look into whether there were existing programs for volunteer maintenance.

ADJOURNMENT

Vice Chair Layne Quinn adjourned the meeting at: 8:01 p.m.

Attest:



Kriss Wright, Acting Chair



Fé Bates, Office Assistant