

**WOODBURN PLANNING COMMISSION MEETING MINUTES**  
**May 8, 2008**

**CONVENED** The Planning Commission met in a regular session at 7:00 p.m. in City Hall Council Chambers with Chairperson Lima presiding.

Commissioner Jennings led the salute to the flag.

Chairperson Lima questioned members of the Planning Commission having potential conflicts such as family, financial, or business relationship with any of the applicants or with regard to the project in question. If such a potential conflict exists, he asked whether the commissioner in question believes he or she is without actual bias or whether he or she would like to step down from the Planning Commission during the case. There were none. There were no objections from those present.

Chairperson Lima announced: agenda is available at the back of the room. We will consider cases one at a time according to the order listed in the agenda. We will follow the hearing procedure outlined on the public hearing procedure board. All persons wishing to speak are requested to come to the podium and give their name and address. Any individuals speaking from other than the podium will not be recognized.

**ROLL CALL**

<b>Chairperson</b>	<b>Lima</b>	<b>P</b>
<b>Vice Chairperson</b>	<b>Bandelow</b>	<b>A</b>
<b>Commissioner</b>	<b>GrosJacques</b>	<b>A</b>
<b>Commissioner</b>	<b>Vancil</b>	<b>P</b>
<b>Commissioner</b>	<b>Grigorieff</b>	<b>P</b>
<b>Commissioner</b>	<b>Hutchison</b>	<b>P</b>
<b>Commissioner</b>	<b>Jennings</b>	<b>P</b>

Staff Present: Jim Allen – Community Development Director  
Jon Stuart – Assistant City Attorney

**MINUTES**

**A.** **Woodburn Planning Commission Meeting Minutes of April 24, 2008.**  
Commissioner Jennings moved to accept the minutes. Commissioner Grigorieff seconded the motion, which unanimously carried.

**BUSINESS FROM THE AUDIENCE**

None.

**COMMUNICATIONS**

None.

**PUBLIC HEARING**

None.

## **ITEMS FOR ACTION**

- A. Final Order – Design Review 2007-14, Exception 2008-02, Variance 2008 – 01, Variance 2008-02, and Variance 2008-03

Commissioner Jennings moved to accept the Final Order for Design Review 2007-14, Exception 2008-02, Variance 2008 – 01, Variance 2008-02, and Variance 2008-03; Commissioner Hutchison seconded the motion, which unanimously carried.

## **ROLL CALL**

<b>Chairperson</b>	<b>Lima</b>	<b>yes</b>
<b>Vice Chairperson</b>	<b>Bandelow</b>	<b>---</b>
<b>Commissioner</b>	<b>GrosJacques</b>	<b>---</b>
<b>Commissioner</b>	<b>Vancil</b>	<b>yes</b>
<b>Commissioner</b>	<b>Grigorieff</b>	<b>yes</b>
<b>Commissioner</b>	<b>Hutchison</b>	<b>yes</b>
<b>Commissioner</b>	<b>Jennings</b>	<b>yes</b>

## **DISCUSSION ITEMS**

- A. League of Oregon Cities – System Development Charges (SDC) report

Planning Commission members commented on the reports supplied.

Community Development Director Allen stated that he wanted to present this report and show where Woodburn is ranked based on the SDC rates. He spoke of comparisons with other cities and sustainability of quality services for the City of Woodburn.

- B. Work Session – Woodburn Development Ordinance Update

Commissioner Jennings commented on being part of the focus group and the many discussions held amongst the members to address each topic.

Community Development Director Allen commenced the presentation with the first topic on the conservation of significant trees on private property. The current ordinance allows certain amount of trees to be cut per year without a permit based on a certain diameter size of the tree. The recommendation is to have the property owner replace each tree with two new trees, replace one tree on the property and one at a location determined by the Woodburn Community Services Department, or replacing one tree on the property and paying a fee in lieu of the one tree placed by the Woodburn Community Services Department.

The second topic is the Architectural walls. Currently the intent of the architectural wall is to create a buffer between uses that may not be fully compatible and having a two color and/or two textures. The recommendation is having a percentage of color, texture and articulation for the face of the wall.

The third topic is the Vision Clearance area. The current ordinance depicts the area at the intersection of two streets, a street and a driveway or a street and an alley in which visual obstructions are limited for safety purposes. The recommendation is a 30' triangular vision of at an intersection of two streets. At an intersection of a street and an alley, the vision clearance would be a 10 foot extension from the intersection along the back of the curb, along the alley

and across the corner of the lot that connects the ends of the lines creating a triangular vision clearance. At an intersection of a street and driveway, the vision clearance area is a 10-foot extension from intersection along the back curb, 10-foot extension along the side of the driveway, a triangular vision clearance at corner of the lot that connects the ends of the lines. In a Downtown District and Conservation (DDC) zone property, the vision clearance area is formed by a combination of a 20 foot extension line from the two curb lines and triangular vision clearance area from the corner of the lot.

The fourth topic is the Public Hearing Notices for Type II, III, IV and V Applications. The current requirement for Type III, IV and V applications is a 20 day notice prior to a Public Hearing for property owners that are within 250 feet of the subject property. The recommendation is to mail and post the notice 10 days prior to the Public Hearing for Type III and IV applications and retain the 20 day notice for Type V applications. The appeal notices would have the 20 day notice prior to a Public Hearing for Type II, III and IV.

The fifth topic is the 6.104 Use Classification Table of the WDO. This section details the type of use that can be applied to the particular property. This table is being updated to include the adopted zoning districts and modifications to the current allowed uses based on the zone.

The Planning Commission members commented on each topic and how they applied to previous land use applications. The members also inquired with regards to land use applications and conditions of approval and the applicability of each, when an applicant makes specific requests.

## **REPORTS**

Planning Commission members made comments about the different reports supplied.

## **BUSINESS FROM THE COMMISSION**

Planning Commission members discussed signs at various locations, the attendance of Public Works personnel, and having another Planning Commission Workshop in the near future.

Community Development Director Allen stated that the sign issues are being addressed by both the Planning Division and Code Enforcement, the sign ordinance section is being reviewed, and the best way to be community friendly and enforce the ordinance at the same time. The Public Works Director and Transportation Manager agreed on the need to have a member from the Public Works Department attend the Planning Commission meetings. The City Attorney and the Assistant City Attorney would conduct a Planning Commission workshop.

## **ADJOURNMENT**

Commissioner Vancil moved to adjourn the meeting, Commissioner Jennings seconded the motion, which unanimously carried. Meeting adjourned at 8:27 pm.

APPROVED \_\_\_\_\_  
RICHARD JENNINGS, PLANNING COMMISSIONER      Date

ATTEST \_\_\_\_\_  
Jim Allen      Date  
Community Development Director  
City of Woodburn, Oregon