

**WOODBURN PLANNING COMMISSION MEETING MINUTES**  
**May 22, 2008**

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

Commissioner Jennings led the salute to the flag.

Commissioner Jennings 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.

Commissioner Jennings 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>A</b>
<b>Vice Chairperson</b>	<b>Bandelow</b>	<b>A</b>
<b>Commissioner</b>	<b>GrosJacques</b>	<b>P</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  
Natalie Labossiere – Senior Planner  
Marta Carrillo – Administrative Assistant

**MINUTES**

**A. Woodburn Planning Commission Meeting Minutes of May 8, 2008.**  
Commissioner GrosJacques moved to accept the minutes. Commissioner Vancil seconded the motion, which unanimously carried.

**BUSINESS FROM THE AUDIENCE**

None.

## **COMMUNICATIONS**

- A. Woodburn City Council Meeting Minutes of March 24, 2008

No comments were made.

## **PUBLIC HEARING**

None.

## **ITEMS FOR ACTION**

None.

## **DISCUSSION ITEMS**

- A. Consideration of a joint Planning Commission meeting (WDO work session) at a City Council meeting for two future projects - Parks Plan update and Downtown Development Plan update.
- B. Parks Plan Update
- C. Downtown Plan Update

The Planning Commission agreed that a joint work session would be a good idea for these projects.

Community Development Director Allen updated the Planning Commission regarding the Downtown Plan and that the Oregon Transportation and Growth Management is negotiating a contract with a consulting team. The Parks Plan Update is in the initial stages of consideration and will include specific changes that the Planning Commission would review. The Parks Division is working on the project.

Commissioner GrosJacques made a motion to recommend the joint Planning Commission meeting at a City Council meeting for two future projects (Parks Plan update and Downtown Development Plan update), seconded by Commissioner Vancil, which the motion passed unanimously.

- D. Work Session – Woodburn Development Ordinance Update

Senior Planner Labossiere explained the proposed code changes to the Woodburn Development Ordinance.

Change #10 – Defines the term for “lot” to include how a unit of land is created in a subdivision, partition or other creation and including the date of regulations initially adopted by the City of Woodburn and Marion County.

Change #14 – Adjusts the formatting of the lettering for each use/activity in the RCWOD zone.

Change #15 – Has a strike through removing the clause “which reduce levels”.

Change #16 – Includes the clause “single-family dwelling only”.

Change #17 – Includes the clarification of table 3.1.5 on the specified plant materials.

Change #18 – Clarifies and explains the terms in which an application complies with the regulation of the WDO.

Change #19 – Clarifies use of the terminology for “yard” and “setback” by deleting the word “yard” and including “minimum” as the type of setback each zoning district. It was explained that “yard” is an area and “setback” is a distance.

Change #20 – Deletes the word “main” and replaces with the word “primary”.

Change #21 – Corrects a spelling error.

Change #22 – Corrects a spelling error.

Change #23 - #28 – Corrects scrivener errors.

Policy Changes Proposes:

Change #8 – Change the Variance section to deviate from the standards of the WDO, where there would not be an excessive burden on the property owner and not unreasonably impact adjacent existing/potential property uses. This change would change the current criteria to be factors that could be considered as part of the decision making process for a variance.

Change #9 – Adds other options in lieu of plant units. Senior Planner Labossiere presented the various options that may be used and would be counted as a part of the landscaped required plant units. It was identified that the decision-maker should have the discretionary authority to allow plant unit credit for other products not listed as reviewed through the land use process.

Change #11 – Adds new provisions that would implement zoning consistent with the Comprehensive Plan without the need for a zone change application, when there is an annexation application. The zoning designation for annexed property lists the required units per acre for each designed zone.

Commissioner Jennings opened the floor for questions and/or comments to staff.

Community Development Director Allen talked about the various alternatives for the required architectural wall on some projects, which could be more cost effective to the applicant.

Commissioner Vancil referred to the Kerr Contractors, Inc. project with regards to required fencing and the possibility of having discretionary options for the applicant in a

Light Industrial zone by changing the verbiage from “should” to “shall” for those designed zoned areas and amending the Woodburn Development Ordinance.

Community Development Director Allen stated that the verbiage for an architectural wall could not be modified to the discretion of the Planning Commission from a “should” to a “shall” as this requirement is a part of the standard guidelines. The options for the different fence types are options for properties that are near a Single-Family Residential zoned property and not in the Urban Growth Boundary.

Community Development Director Allen stated that the proposed WDO changes would be seen at the next Planning Commission meeting to be held on June 12, 2008.

**REPORTS**

No comments.

**BUSINESS FROM THE COMMISSION**

Commissioner Vancil, Commissioner GrosJacques, Commissioner Jennings, Commissioner Grigorieff and Commissioner Hutchison stated that they had received a postcard in the mail with regards to the project at Woodburn Crossing and show support of the project.

**ADJOURNMENT**

Commissioner GrosJacques moved to adjourn the meeting, Commissioner Grigorieff seconded the motion, which unanimously carried. Meeting adjourned at 8:24 pm.

APPROVED \_\_\_\_\_  
ELLEN BANDELOW, VICE-CHAIRPERSON      Date

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