

WOODBURN PLANNING COMMISSION MEETING MINUTES
June 12, 2008

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

Vice-Chairperson Bandelow led the salute to the flag.

Vice-Chairperson Bandelow 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, she 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.

Vice-Chairperson Bandelow 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

Chairperson	Lima	A
Vice Chairperson	Bandelow	P
Commissioner	GrosJacques	P
Commissioner	Vancil	A
Commissioner	Grigorieff	P
Commissioner	Hutchison	P
Commissioner	Jennings	P

Staff Present: Jim Allen – Community Development Director
Natalie Labossiere – Senior Planner
Jonathon Stuart – Assistant City Attorney
Marta Carrillo – Administrative Assistant

MINUTES

A. Woodburn Planning Commission Meeting Minutes of May 22, 2008.

Commissioner GrosJacques stated that the minutes did not include the motion to recommend the joint section to City Council for two future projects, which were the Parks Plan update and Downtown Development Plan update.

Commissioner Jennings moved to accept the minutes with modified changed as amended. Commissioner GrosJacques seconded the motion, which unanimously carried.

BUSINESS FROM THE AUDIENCE

None.

COMMUNICATIONS

- A. Woodburn City Council Meeting Minutes of March 31, 2008
- B. Special Woodburn City Council Meeting Minutes of April 23, 2008
- C. Woodburn City Council Meeting Minutes of April 28, 2008

No comments were made.

PUBLIC HEARING

- A. Woodburn Crossing – George F. Brice III, Applicant
Design Review 2008-01, Exception 2008-03 and Variance 2008-04

The applicant requests a design review for a 14,820 square foot pharmacy and a 2,930 square foot restaurant; requests an Exception to Street Right-of-Way and Improvement Requirements for Evergreen Road, Country Club Road, and Country Club Court; and requests a variance from landscaping requirements.

Vice-Chairperson Bandelow announced that the applicant had requested a continuance for the next available Planning Commission meeting.

Community Development Director Allen stated that the applicant requested the continuance for the June 26th Planning Commission meeting.

Senior Planner Labossiere read the applicable ORS.

Vice-Chairperson Bandelow opened the hearing for testimony from the audience with regards to the hearing item.

Richard Seward, Riverdale Dr., Keizer, OR 97307, property owner of 2226 Country Club Rd. Seward made a request to the Planning Commission to extend the June 26th meeting to the second Thursday in July, due to his absence out of the country. He wanted an opportunity to review the previously submitted material and new material on the project.

Vice-Chairperson Bandelow inquired of his property location.

Seward stated that his property borders the subject project property creating an island.

Commissioner Jennings asked staff about re-noticing the property, if the hearing is rescheduled to a specific date and time.

Community Development Director Allen stated that the hearing did not need to be re-noticed, if the Planning Commission members designated a date and time for the hearing. He also stated that if setting the hearing for a set for a date that exceeds the 120-day rule, could cause issues. There is a 14-day window opportunity for a decision. He advised that, if new evidence is introduced by the applicant, the proponents/opponents can request a continuance for 7 days to review the new evidence.

Vice-Chairperson Bandelow stated that new evidence can be presented with relevant information pertaining to the project at the next hearing. This will allow the community to voice concerns.

Janet Street, Fairway Beauty Salon, 2237 Country Club Rd, Woodburn, OR 97071, business owner. Street stated that the majority of the business' clients were from Senior Estates. She was informed that the site plans had been revised several times and would like to be present at the next Planning Commission meeting to ask questions of concern to the applicant.

Commissioner Jennings made a motion to schedule the continuance on the hearing for Design Review 2008-01, Exception 2008-03 and Variance 2008-04, Woodburn Crossing, for June 26, 2008 at 7:00 pm at the regularly scheduled Planning Commission meeting. Commissioner GrosJacques seconded the motion, which carried unanimously.

- B. Legislative Amendment 2007-03 – Legislative Amendment to proposed changes to the Woodburn Development Ordinance

Staff recommendation: Forward to City Council with a recommendation for adoption

Senior Planner Labossiere read the applicable ORS and commenced her presentation.

Senior Planner Labossiere stated that the proposed changes were categorized in three sections: Grammatical, Cross-Reference and Syntax Corrections; Clarifications of Terms and Definitions; and Woodburn Development Ordinance Policy Changes.

Slide # 4

The lists of bulleted items reflect the proposed changes with Grammatical, Cross-Reference, and Syntax Corrections.

Slide #5

The lists of bulleted items reflect the proposed changes with Clarification of Terms and Definitions.

Slide #6

Proposed Change # 3 Section 1.102 Definitions; revising the definition of Architectural wall and establishing design guidelines.

Slide #7, #8 & #9

Proposed Change # 18 Section 3.103.10 Vision Clearance Area. Clarify vision clearance standards. Establish a different vision clearance standard for DDC where many buildings on corner lots are located within the existing vision clearance area. The diagram shows the existing illustration. Also provided a new illustration depicting required vision clearance area.

Slide #10

Proposed Change #19 TABLE 3.1.5; provide plant unit credits for fountains, ornamental fences, brick pavers, raised planters, and fences. No more than twenty percent (20%) of the required plant units may be satisfied by hardscape.

Slide #12

Proposed Change # 20 Section 3.106.04 Conservation of Significant Trees; the purpose of this Section is to establish processes and standards which will minimize cutting or destruction of significant trees within the City. Significant trees enhance neighborhoods by creating a sense of character and permanence. In general, significant trees on private property shall be retained unless determined to be hazardous to life or property. The section requires that the removal of any significant tree be reviewed as a Type I application to authorize the removal of the tree.

Slide #13

Proposed Change # 21 4.101.09 Public Notices: Type II, III, IV and V; notice for all initial evidential public hearings concerning Type III and IV decisions shall conform to the requirements of this subsection. At least **10 days** before a Type III initial evidentiary hearing, or at least 10 days before the first hearing of a Type IV application the Director shall prepare and send, by first class mail, notice of the hearing to all record owners of property within 250 feet of the subject property and to any City-recognized neighborhood association whose territory includes the subject property.

Slide #14

Proposed Change # 22 5.103.11 Variance; establishes a criteria to which the variance will be granted if the criteria is met. The section revises the existing criteria to **Factors** to be considered when determining if the variance is necessary for the proposed development.

Slide #15

Proposed Change # 24 5.104.01.F Zoning Designation for Annexed Property; the zoning designation for an Annexed property, the property will be designated based on the comprehensive plan map. If the annexed property is within an overlay designation, overlay shall apply to the annexed property.

Senior Planner Labossiere concluded her presentation and was open for questions.

Commissioner Jennings made a motion to approve the proposed changes to the Woodburn Development Ordinance (Legislative Amendment 2007-03).

Vice-Chairperson Bandelow invited proponents of the application. There were none.

Vice-Chairperson Bandelow invited opponents of the application. There were none.

Vice-Chairperson Bandelow closed the hearing and was open for discussion.

ITEMS FOR ACTION

Commissioner GrosJacques made a motion to approve Final Order for Legislative Amendment 2007-03. Commissioner Grigorieff seconded the motion, which carried unanimously.

ROLL CALL

Chairperson	Lima	---
Vice Chairperson	Bandelow	yes
Commissioner	GrosJacques	yes
Commissioner	Vancil	---
Commissioner	Grigorieff	yes
Commissioner	Hutchison	yes
Commissioner	Jennings	yes

DISCUSSION ITEMS

None.

REPORTS

No comments.

BUSINESS FROM THE COMMISSION

None.

ADJOURNMENT

Commissioner Jennings moved to adjourn the meeting, Commissioner GrosJacques seconded the motion, which unanimously carried. Meeting adjourned at 7:55 pm.

APPROVED _____
ELLEN BANDELOW, VICE-CHAIRPERSON Date

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