

**WOODBURN PLANNING COMMISSION WORKSHOP/MEETING
MINUTES
November 8, 2012**

CONVENED: The Planning Commission met in a public meeting session at 7 p.m. in the City Hall Council Chambers, with Chair Ellen Bandelow presiding.

ROLL CALL:

Chair	Bandelow	Present
Vice-Chair	Piper	Present
Commissioner	Corning	Absent
Commissioner	Grigorieff	Present
Commissioner	Lima	Present
Commissioner	Ellsworth	Present
Commissioner		Vacant

Staff Present: Jim Hendryx, Economic & Development Services Director
Don Dolenc, Associate Planner
Vicki Musser, Recording Secretary

Chair Bandelow opened the workshop/meeting at 7 pm, and led the Commissioners in the flag salute.

Minutes

The October 25, 2012 minutes were unanimously approved.

Business from the Audience

There was none.

Communication

Economic and Development Services Director Jim Hendryx reminded the Commission that there is a special PC meeting on November 29th, with two possible land use applications tentatively scheduled to be presented for a public hearing. At this time, it is unknown whether a workshop would be held as well.

Items for Action

There were none.

Workshop

At the October 25th Planning Commission meeting, the Commissioners discussed Section 2.2 in the Woodburn Development Ordinance (WDO), and had some questions scheduled to be revisited at tonight's meeting. One question related to residential front yard vision clearance standard heights. Regulations for the vision clearance area have been confusing and difficult to understand, but now there is one front yard standard of 42".

The Commission continued their previous discussion on lot coverage in residential properties, which are allowed either 35 or 45% lot coverage for the primary house, depending on the building's height. A separate 25% lot coverage of the back yard lot is figured for any accessory bldg in the rear yard. However, a rear addition to the house would be figured by the overall lot coverage. It was suggested that it might be easier to do away with the current regulation regarding the 25% rear yard lot coverage, and only use the overall lot coverage, as some jurisdictions do. The Council declined to make that change.

Chair Bandelow pointed out that in some yards people could build what might be termed a second house, but call it an accessory structure. She explored the idea that any accessory building should be made to match the appearance of the existing house, as is required in Neighborhood Conservation Overlay District (NCOD), for example.

Commissioner Piper doesn't favor people being able to use just any materials (such as corrugated metal) when building an accessory structure.

It was decided to keep the standards the way they are at present, and revisit lot coverage at another time.

The Commissioners had voiced questions regarding parking at the October 25th meeting. The present regulation says that you have to have 2 spaces in the garage for parking, and 2 paved spaces in front of the garage, each measuring at least 10x20 for side-by-side garage spaces. A 3-car garage would require a 30x20 space for parking outside the garage. The apron/access to a driveway is 24 feet standard. Chair Bandelow noted that the apron or parking pad of many 3-car garages is more than 24 feet. This might occur only on long driveways, but there's nothing in the regulations that specifically states that.

Planning staff will research this and clarify the standard wording.

At present, RV's and boats may be parked beside the garage on a parking pad, but not cars. The Commissioners discussed whether the regulation should be altered to include cars.

Director Hendryx noted that some cities, such as Beaverton, allow car parking beside the garage, if the parking area is screened. He noted that there are hundreds of violations to Woodburn's parking rules, and asked the Commission if they wished to recognize that it is an issue in the community and acknowledge it.

Chair Bandelow felt that numerous violations of the law should not be condoned, encouraged or legalized. That being said, she stated that if Woodburn allows boats and RV's along the side of the garage, then cars should be allowed as well on a parking pad. She voiced some concern for the necessary back and forth driving from parking pad to street, which could create mud holes and ruts in bad weather. Vehicles should not be

allowed to park beyond the front or rear edges of the house, and no cars should be allowed to park in the front or back yards.

Commissioner Ellsworth noted her concerns about junked cars being seen from the street, as well as cars in the process of being worked on. She likes the ordinance as it is, although she would add the requirement of a privacy screen across the front of the parking pad.

Commissioner Piper thought that would be better to have an extra car on an RV pad than on the street or the grass, as long as it's done correctly and neatly.

Director Hendryx said the Commission appeared to be in agreement to require a privacy fence across the front of any parking pad located by the side of a garage. At present, the regulations only state that the parking pad must be fenced on the side. Staff will include additional language in the hearing drafts, which have yet to be scheduled.

Director Hendryx introduced the changes in Section 3 of the WDO in a PowerPoint, noting the overall formatting changes to bring about consistency, the purpose statements and indexes in each section. Overall readability has been improved.

In Section 3.103, it is proposed that uncovered decks not more than 30 inches above final grade shall maintain at least a 3 foot setback from the property line or Special Setback. The purpose of the 3 foot setback was to prevent possible fire spread during a fire. Commissioner Piper questioned this setback, and felt that it should be at least 5 feet from the property line, in order to create a viable fire break and leave space for fire hoses, in necessary. The Commission generally agreed that decks 18 inches or less in height would require a 3 ft setback.

Staff noted that railings are not required until the proposed deck is over 30 inches, though they can be erected at any height, if the owner wishes.

In Section 3.104, *Vehicular Access*, current proposals for existing standards include cross-over access agreements between businesses, as well as ODOT/Marion County coordination.

Both Director Hendryx and Commissioner Ellsworth noted that they had gone into the wrong business driveway in Woodburn by accident in the past, and then couldn't cross over to their actual destination. Chair Bandelow pointed out that it is not desirable to have cars habitually crossing over to other businesses on purpose.

In Section 3.107, *Architectural Design Guidelines*, Chair Bandelow voiced concern over the exterior finish of dwellings, saying that people should use finishes that resemble the required materials.

Associate Planner Dolenc noted that site-built houses have to have a garage; whereas manufactured dwellings have the option of a carport. Chair Bandelow felt that both housing options should have the same requirements.

The Commission reached a consensus that both site-built houses and manufactured dwellings should have the same standards.

The next steps to be taken in furthering Sections 2 and 3 towards a final resolution include contacting the Chamber of Commerce, having an open house, holding public hearings, and providing notice to Department of Land Conservation and Development (DLCD), which is a 45 day process. Planning staff plans to send out a Measure 56 notice, or perhaps a notice to all Woodburn citizens, advising them of upcoming public hearings, once dates are set. Director Hendryx would like to talk about a rough public hearing schedule at next Planning Commission workshop. He wants to stage the hearings so people can attend the specific WDO discussions they're interested in.

A separate public hearing might be held for signs, since the City Council wants to impose a 10 year amortization period for non-conforming signs to come into compliance.

Items for Action

The next Planning Commission meeting is scheduled for Thursday, November 29th.

Adjournment

Commissioner Lima made a motion that the meeting be adjourned, and Commissioner Ellsworth seconded it. The meeting was adjourned at 9:04pm.

APPROVED Ellen Bandelow
Ellen Bandelow, Chair

Nov 29, 2012
Date

ATTEST James N.P. Hendryx
James N.P. Hendryx
Economic & Development Services Director
City of Woodburn, Oregon

11/29/12
Date