

**MILL CITY PLANNING COMMISSION**  
**Meeting of April 9, 2010**  
**9:00 AM**

Planning Commission members present: Chairman George Long, Vice-Chair Nancy Kelle, Ann Carey, Ruth Lemke, Cheryl Lundquist, Sharon Setzer and Gay Stuntzner. Staff in attendance: Planning Assistant Ryan Taylor and Planning Advisor David Kinney.

Community members present: Mayor Roel Lundquist.

**Gay Stuntzner moved, seconded by Nancy Kelle to approve the Minutes of March 12, 2010.** The motion carried (7:0).

Gay Stuntzner noted that there are a number of actions that are supposed to be done after meetings end and asked if there could be a listing of these actions at the end of the minutes so they are easily referred to. Mr. Kinney said that this would not be a problem.

**OLD BUSINESS:**

*Zoning Code – Manufactured Home Standards:* Mr. Kinney stated that he sent the code to Steve Oulman, DLCD, for review. Mr. Oulman indicated that since the changes affect Goal 10 a notice needs to be sent to DLCD requesting comment. Mr. Oulman commented on the city’s requirement of a garage in the R-1 zone indicating that the city should consider the impact this could have on the affordability of housing. Mr. Kinney stated that Mr. Oulman indicated that as the Planning Commission there is an obligation to review items such as this while going through the code.

*Zoning code – RV Storage & Parking:* Mr. Kinney asked that this item should be brought back to the next meeting for discussion so that City Recorder Stacie Cook can be involved. Mr. Kinney asked the planning members to review the draft of the RV code in reference to how RV’s are currently parked around Mill City.

<b>PUBLIC HEARINGS:</b>	<b>Applicant:</b> <b>Proposal:</b>	<b>City of Mill City</b> <b>Legislative Amendment – Mill City Zoning Code</b> <b>Chapter 17.64 Administrative Procedures</b>
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**STAFF REPORT:** Chairman Long opened the public hearing at 9:30 a.m. and called for any potential conflict of interest, bias or ex parte contact. Being none, Chairman Long called for the staff report.

**STAFF REPORT:** Mr. Kinney stated that this application considers a legislative amendment to section 17.64 of the Mill City Code. Staff presented a draft code revision to council at their last meeting to see if there were any concerns with the content and changes. Mayor Lundquist said that the council held a brief discussion regarding the oversight by the council on planning applications. Comments were very positive with a general consensus of support in how the planning commission reviews and makes decisions. Mr. Kinney asked if there were any specific questions asked about the changes. Mayor Lundquist stated that there were only general comments made.

Mr. Kinney said that some of the decision processes have changed over the past ten or twelve years and have become more of an administrative decision.

**APPLICANT’S TESTIMONY:** None.

**PROPONENT’S TESTIMONY:** None.

**OPPONENT’S TESTIMONY:** None.

**GENERAL TESTIMONY:** None.

**QUESTIONS OF CLARIFICATION FROM PLANNING COMMISSION:** Mrs. Carey asked for a clarification

on the definition of the zoning official noting that it is her understanding that the zoning official is the City Recorder and the Planner as outlined as City Recorder or designee. Mrs. Carey said she is uncomfortable with that and would like to see the planner included in the definition rather than just the wording City Recorder or designee. Mr. Kinney said that the definition could be changed to read the City Recorder or the city's Planner or Planning Consultant with the powers, duties and authority....

Mrs. Stuntzner noted a couple of minor scrivener's errors on pages six and nine.

**APPLICANT'S SUMMARY:** Mr. Kinney said that if the planning commission wishes to approve the code changes with the addition of the change in definition to the zoning official, the motion would be to forward to the city council as amended with the amendments of removal of a comma on page nine and the word 'on' on page six as well as the change of the definition of "zoning official" to be the City Recorder or Planner or Planning Consultant.

**STAFF SUMMARY:** Chairman Long closed the hearing at 9:42 a.m. and called for deliberation.

**DELIBERATION:** *Ann Carey moved, seconded by Nancy Kelle to approve the code amendments chapter 17.64 as amended including the removal of a comma on page nine and the word 'on' on page six and modification of the definition of "Zoning Official" to remove the reference to designee and replace it with the words 'or planner or planning consultant' and to forward the recommendation to the city council.* The motion carried (7:0).

Mayor Lundquist asked if a policy would be set as to when the planner becomes involved in the zoning official process and making decisions. Mr. Kinney said that the issues would be code interpretations for policies, day-to-day issues and questions, and administrative process questions. The code is fairly clear on any other items. Mr. Kinney said that he can do a memo to the council outlining these issues.

#### **OLD BUSINESS CONT'D:**

*Buildable Lands Inventory Update:* Mr. Kinney complemented Ryan Taylor for the work he has completed on the Scio buildable lands inventory. Mr. Taylor will be using the Scio document as a working template to complete Mill City's inventory. Mr. Kinney said that he expects the planning commission to take a hard look at the data so that the information is as accurate as possible. Mr. Taylor handed out sample maps for the planning commission to review and advise which format would be best. Consensus was reached to keep the maps that will be included in the document 11x17 in size. Mr. Taylor and Mr. Kinney discussed the methodology used in creating the data that will be included in data tables in the finished document. It was decided that Chairman Long, Mrs. Carey and Mrs. Kelle will work with Mr. Taylor on compiling and refining data and maps.

*Wetlands Inventory Update:* Mr. Taylor said that the wetlands inventory has begun. Kinney said he spoke with Liz Redon and she plans to have her report complete today. Ms. Redon has asked to come do a presentation to the planning commission once the wetlands inventory information is complete.

*Clean-up of Old Files – Annexations, Address & Zoning Maps:* Mr. Kinney said that his intention was to have information on the old annexation files to Mrs. Cook for inclusion in the upcoming council packet. However he has not been able to complete the work. Mrs. Carey asked if there is something holding up the process for completion of the ordinances. Mr. Kinney said that the issues vary with each ordinance. The ordinances will all need to be readopted.

#### **NEW BUSINESS:**

*Code Interpretation – Chevron Station Reopening:* Mr. Kinney said that the language in the code for the CH zone states that if a business has been closed for less than one year there is no need for any planning action. Gerry Juster, ODOT, advised Mr. Kinney that since the business has relatively new entrance and exit points there should be no need to address anything with ODOT either. Mr. Kinney stated that he would like to have a code interpretation from the Planning Commission before giving a final decision regarding the reopening. Consensus was reached on a code interpretation that agrees with Mr. Kinney's first statement.

Mr. Kinney said that another issue that needs to be decided is how to deal with a request to temporarily place an RV for use during a remodel of a home. The code explicitly allows for the use of an RV during construction of a new home but does this also mean remodels? Consensus was reached that so long as a building permit has been pulled use of an RV during renovation of a home is allowable with planning approval.

*Project Status Report:* Mr. Kinney stated that he received an email asking about the funding needed for planning in the upcoming budget cycle. Mr. Kinney went over a number of projects that are on-going and expected in the next fiscal year. The projects include the wetlands study, parks master plan, code revisions, TE Grant, Hwy 22 Grant and miscellaneous administrative questions.

*Parks Survey Update:* Mr. Taylor handed out the completed parks survey and went over the responses. There were 1004 surveys mailed out and only 89 returned. Four surveys were completed on line and 120 came in from school students. A large percentage of citizens noted that they walk to the parks within the community. To get a more comprehensive accounting from the community the Park Committee will be out in the community requesting that groups complete the survey and turn it in.

Mr. Kinney said that the first priority for the Planning Commission is to complete the Mill City Falls Park Plan narrative. Mrs. Carey asked when the resolution will be complete and before council. Mr. Kinney noted that FEMA has notified the city that the flood maps have been adopted. The city will need to have an updated ordinance complete and adopted by October.

**FURTHER BUSINESS FROM THE PLANNING COMMISSION:** None.

The meeting was adjourned at 11:44AM.

Prepared by:

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Stacie Cook, CMC, City Recorder/Planning Secretary

## Addendum

### Staff/PC Items to Complete

1. Review RV Standards & RV's currently parkin within the city.
2. Fix scrivener errors, page 6 & 9, MC Muni Code Chp 17.64 – Admin Procedures.
3. Create policy for planner involvement in zoning official process & decision making.
4. May 4, 2010 – Meeting w/Ann, Ryan, George & Nancy to discuss BLI.
5. Complete MC Falls narrative.
6. Adopt flood ord by October.