

MILL CITY PLANNING COMMISSION
Meeting of April 19, 2022

Planning Commission members present: Chair Marge Henning, Jim Grimes, Woody Koenig, David Leach, Sandy Lyness, Caitlin Purdy and Debbie Schenck.

Staff in attendance: City Recorder Stacie Cook and Planning Advisor Dave Kinney.

City Council Representatives: None.

Agency/Applicant Representatives: Justin Craft, Violet Craft, Kerry Sessions, Civil West Engineering.

Citizens: Erich Ladd.

The meeting was called to order at 6:30 p.m. Chair Marge Henning led the pledge of allegiance.

APPROVAL OF MINUTES: Marge Henning noted that the reference to continuing the hearing on page one of the minutes should use the word 'hearing' rather than 'meeting'.

Marge Henning moved, seconded by Debbie Schenck to approve the minutes of April 8, 2022. The motion carried, (7:0).

PUBLIC COMMENT: None.

PUBLIC HEARING: File No. 2022-02 Site Plan Review

Applicant: Justin S. Craft

Business: Craft Pour House (Eating & Drinking Establishment)

Location: 382 NE Santiam Boulevard, Mill City

Chair Henning opened the public hearing at 6:43 p.m. with the procedures for the land use hearing. Chair Henning called for any potential conflicts of interest, bias or ex parte contact. None stated.

APPLICANT'S PROPOSAL: Carey Sessions, applicant's representative, said that he reviewed all of the frontage improvements to make sure that they comply with.

Justin Craft, owner/applicant, said that they are hoping to open a craft beer tap house with food carts on a regular basis. The intent is to build a deck on the back with a court yard. Construction is intended to start over the summer with a fall opening.

Mr. Craft was asked about food truck locations and how they will access the proposed spaces. Mr. Craft said that there will be something installed to allow the trucks to go over the curb.

STAFF REPORT: Mr. Kinney said that the application is fairly straight-forward. The Fire Department has requested another fire hydrant be installed. Because this is an existing building with prior use, the City will be responsible for the new hydrant. The City will also be looking to complete additional overlay for the street improvements along NE 4th Avenue when the applicant completes the street improvements required as a condition of approval. Mr. Kinney went briefly through the suggested conditions of approval.

PROPONENT'S TESTIMONY: None.

OPPONENT'S TESTIMONY: None.

GENERAL TESTIMONY: None.

QUESTIONS OF CLARIFICATION FROM PLANNING COMMISSION: Caitlin Purdy asked if the hydrant will need to be installed before the business can open and if funds are available for the street overlay portion that the City would be responsible for. Mr. Kinney said that they hydrant should be installed prior to opening but it will not delay the applicant if it is not. Funds are being outlined within the budget for the overlay work.

Mrs. Schenck asked about how to handle on street parking if area residents decide to use them for their own parking rather than leaving it for the business. Mr. Kinney said that if there are issues they can be addressed at that time.

Ms. Purdy asked if there are concerns with the conditions of approval. Mr. Sessions said that his only concern is with the expansion of NE 4th Avenue as there is a deep ditch that is densely overgrown. The drainage inlet will need to be identified to determine whether it can be kept or if a new one will have to be installed.

APPLICANT'S REBUTTAL: None.

STAFF SUMMARY: Mr. Kinney said that approval is recommended with the following Conditions of Approval:

1. Site Plan dated April 19, 2022 and stamped 'approved' by the City of Mill City is approved.
2. Site Plan expires April 30, 2023. A one-year extension may be requested, in writing.
3. Building permits for remodel may be obtained. All fees/charges must be paid prior to issuance of each permit. No permits will be issued until the below are completed:
 - i. 4th Avenue ROW dedication completed/recorded in Marion County Deed Records.
 - ii. Landscaping, fencing and lighting plan approved by Planning Consultant.
 - iii. Development agreement completed with City of Mill City for required public improvements.
4. Parking lot improvements constructed prior to issuance of certificate of occupancy.
5. Landscaping installed or performance bond/security submitted; clear vision area provided at all street intersections and street/driveway intersections with groundcover/shrubs no taller than 2 ½'; exterior lighting installed with 'dark-sky' compliant fixtures; new signs shall comply with ODOT sign requirements/permits.

6. Complete all public improvements prior to certificate of occupancy including:
 - i. Obtain permits for work in rights-of-way from City of Mill City, Marion County and ODOT and execute development agreement with City of Mill City.
 - ii. Construct water improvements if needed for landscaping. The City will install a new fire hydrant.
 - iii. Construct street improvements or enter into development agreement prior to issuance of building permits. Construction shall comply with approved engineering plans and permit requirements including:
 - a. Construct 17'-wide half-street improvement, curbs, gutters, sidewalks and storm drainage along NE 4th Avenue property frontage. City of Mill City will construct additional width overlay or improvements as stipulated in development agreement. On-street parking shall be striped.
 - b. Construct pavement widening, curb, gutter, sidewalk and storm drainage along NE Alder Street property frontage. On-street parking shall be striped.
 - c. Construct pavement widening, curb, gutter, sidewalk and storm drainage improvements along Hwy 22 property frontage.
 - iv. Mailboxes shall be relocated on NE 4th Avenue in location approved by City and USPS.
 - v. Storm drainage analysis and supporting documentation will need to be completed and improvements constructed for detention/retention facilities and off-site improvements. An O&M agreement shall be executed and recorded in Marion County Deed Records at completion of project. A copy shall be provided to the City.
 - vi. As-built construction plans for all public street and storm drainage in public ROW shall be provided to City.
 - vii. New private utilities shall be underground.

CLOSE OF HEARING: Chair Henning closed the public hearing at 7:12 p.m. and called for deliberation.

DELIBERATION: *Sandy Lyness moved, seconded by Woody Koenig to approve the application of Justin Craft for the Craft Pour House, 382 NE Santiam Boulevard, and to adopt the findings of fact, conclusions and recommended conditions of approval for File No. 2022-02. The motion carried, (7:0).*

OLD BUSINESS: Mill City Development Code Revisions (Continue Review): Mr. Kinney went through the changes to the code that were made based on the last discussion/review. An administrative variance section will be included in the draft.

NEW BUSINESS: None.

INFORMATIONAL ITEMS:

City Recorder Report: Mrs. Cook gave a report on the following items:

- *Mill City Falls Park*
- *SW 2nd SCA Project*

Mr. Kinney gave a brief update on the sewer project.

BUSINESS FROM THE PLANNING COMMISSION: None.

OTHER BUSINESS: None.

The meeting was adjourned at 7:56 p.m.

Prepared by:

Stacie Cook, MMC City Recorder

Minutes approved by the Planning Commission on the 8th day of April 2022

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