

MILL CITY PLANNING COMMISSION
Meeting of May 13, 2022

Planning Commission members present: Chair Marge Henning, Jim Grimes, Woody Koenig, Sandy Lyness, Caitlin Purdy.

Staff in attendance: Planning Advisor Dave Kinney.

City Council Representatives: None.

Agency/Applicant Representatives: Bill Kesselring and Steve Ward, Westech Engineering

Citizens: Natasha Allen, Shannon Allen, Bob Balaky, Arden Corey, Dale Crawford, Roberta Mills, Mark Nicot, Darrell Plotts, David Plotts, Garry Plotts, Leroy Shepherd, Dale Smith, Linda Smith and Lacy Wiley.

The meeting was called to order at 8:30 a.m. Chair Marge Henning led the pledge of allegiance.

APPROVAL OF MINUTES: *Woody Koenig moved, seconded by Debbie Schenck to approve the minutes of April 19, 2022. The motion carried, (6:0).*

PUBLIC COMMENT: None.

PUBLIC HEARING: File No. 2022-03 Conditional use Permit
Applicant: Mill City Christian Church
Location: 400 block, SW Kingwood Avenue, Mill City

Chair Henning opened the public hearing at 9:00 a.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:

STAFF REPORT:

PROPONENT'S TESTIMONY:

OPPONENT'S TESTIMONY:

GENERAL TESTIMONY:

QUESTIONS OF CLARIFICATION FROM PLANNING COMMISSION:

APPLICANT'S REBUTTAL: None.

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

1. Site Plan dated May 13, 2022 and stamped ‘approved’ by the City of Mill City is approved.
2. Site Plan expires May 31, 2023. A one-year extension may be requested, in writing.
3. Building permits 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 Linn County Deed Records.
 - ii. Non-Remonstrance agreement for SW Kingwood Avenue completed/recorded in Linn County Deed Records.
 - iii. SW Laurel Street ROW agreement completed/recorded in Linn County Deed Records.
4. Phase 1 parking lot improvements constructed by September 30, 2024, including final onsite civil engineering, consistent with approved site plan and preliminary engineering plans dated March 18, 2022, submitted with building permit application. Revisions shall address: Phase 1 – PCC/AC driveway entry to SW 4th Avenue, gravel parking, paved parking with ADA constructed prior to issuance of certificate of occupancy; AC pavement and ADA spaces constructed by September 30, 2024; storm drainage improvements; landscaping and lighting plan.
5. Final landscaping, fencing and lighting plan for site must be submitted and approved by City Recorder and/or Planning Consultant prior to issuance of building permit and must include: street trees planted on SW 4th Avenue shall be no less than 50’ apart in ROW or on church property within 10’ of ROW; clear vision at all street intersections and all street/driveway intersections; exterior lighting which complies with ‘dark sky’ requirements; signs shall comply with City sign code; landscaping shall be installed within six months of issuance of certificate of occupancy.
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.
 - ii. Install 1” water service and if irrigation system, install backflow device.
 - iii. Streets - Dedicate to City additional ROW on SW 4th Avenue, construct 5’ sidewalk and driveway approach on SW 4th Avenue, execute/record deferral and non-remonstrance for future street, storm drainage, curb, gutter and sidewalk for SW Kingwood Avenue, which stipulates construction with either Phase 2 church buildings or park lot constructed, whichever is first; execute/record deed covenant, approved by city attorney, stipulating SW Laurel Street will be dedicated to City.
 - iv. 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 Linn County Deed Records at completion of project. A copy shall be provided to the City. Execute/record storm drainage easement for area within future SW Laurel Street ROW.
 - v. New private utilities shall be underground.

CLOSE OF HEARING: Chair Henning closed the public hearing at 10:00 a.m. and called for deliberation.

DELIBERATION: *Woody Koenig moved, seconded by Caitlin Purdy to approve the application of First Christian Church for a new church in the 400-block of SW Kingwood Avenue, and to*

adopt the findings of fact, conclusions and recommended conditions of approval for File No. 2022-03. The motion carried, (6:0).

Woody Koenig left the meeting.

OLD BUSINESS: Mill City Development Code Revisions (Continue Review):

NEW BUSINESS: City Attorney Correspondence:

WWTF Update:

Storm Drainage Master Plan – RFP Issued:

Mill City Falls Park Update:

INFORMATIONAL ITEMS:

City Recorder Report: None.

BUSINESS FROM THE PLANNING COMMISSION: None.

OTHER BUSINESS: None.

The meeting was adjourned at 10:55 a.m.

Prepared by:

Stacie Cook, MMC City Recorder

Minutes approved by the Planning Commission on the 17th day of June 2022