

MILL CITY PLANNING COMMISSION
Meeting of June 17, 2022

Planning Commission members present: Chair Marge Henning, Jim Grimes, Woody Koenig, Sandy Lyness, Caitlin Purdy. Dave Leach arrived at 10:13 AM.

Staff in attendance: Planning Advisor Dave Kinney.

City Council Representatives: None.

Agency/Applicant Representatives: Santiam Canyon School District Superintendent Todd Miller.

Citizens: None.

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

APPROVAL OF MINUTES: Mr. Kinney asked who made the motion to approve the minutes at the last meeting. Sandy Lyness said that Woody Koenig made the motion. Mr. Koenig confirmed this.

Chair Henning moved, seconded by Sandy Lyness to approve the minutes of May 13, 2022. The motion carried, (6:0).

PUBLIC COMMENT: None.

PUBLIC HEARING: File No. 2022-04	Site Plan Review – Santiam Elementary School Play Shed
Applicant:	Santiam Canyon School District; Todd Miller, Superintendent
Location:	450 SW Evergreen Street, Mill City

Chair Henning opened the public hearing at 9:02 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: Todd Miller, Santiam Canyon School District Superintendent said that there has been a need for a covered play area for children during rainy weather. The building will be partially open for visibility. The contractor is selected and ready for the City approval to begin work.

STAFF REPORT: Mr. Kinney said that if this building had been shown on the original site plan for the elementary school when the parking lot was constructed, this hearing would not be necessary. However, since it was not and the building is over 1000 square feet, a hearing is required.

Mr. Kinney noted that the new sewer line will be under the proposed slab. This needs to be brought to the attention of the contractor. Mr. Miller said that the contractor pointed this out during the walk through and will make sure that it is handled correctly.

Mr. Kinney said that the building must be ADA compliant so an ADA walkway from the school to the new building will be required.

Mr. Kinney asked if fencing will be installed. Mr. Miller said that most of the fencing will not be reinstalled as the building will act as the security barrier.

The Mill City Fire Department provided a response stating that they had no concerns but did comment on fire code and the possibility of sprinklers being required.

Staff recommendation is to approve the site plan application subject to the addition of ADA access, fencing (if installed) and the sewer line being addressed. Building permits must be applied for within a year.

PROPONENT'S TESTIMONY: None.

OPPONENT'S TESTIMONY: None.

GENERAL TESTIMONY: None.

QUESTIONS OF CLARIFICATION FROM PLANNING COMMISSION: Chair Henning asked about the orientation of the building. Mr. Miller said that the open side faces east.

Chair Henning asked what the flooring is made out of. Mr. Miller said that it will be concrete.

Chair Henning asked about lighting as there is none shown. Mr. Miller said that lighting will be addressed after but there is a plan to install lighting for night.

APPLICANT'S REBUTTAL: None.

STAFF SUMMARY: None.

1. Site Plan and construction plans are approved.
2. Final site plan shall be submitted for review and approval by City Recorder prior to issuance of a building permit, including the following modifications:
 - i. Show minimum 10'-wide ADA sidewalk from school to shed.
 - ii. Show any fencing changes.
 - iii. Show existing sewer line on site plan. Locate all existing sewer utility lines and cleanouts for inspection by City and bring all cleanouts in slab to grade.
3. Approval expires July 1, 2023. A one-year extension may be requested.

CLOSE OF HEARING: Chair Henning closed the public hearing at 9:44 a.m. and called for deliberation.

DELIBERATION: *Sandy Lyness moved, seconded by Woody Koenig to approve the site plan for Santiam Canyon School District to construct a play shed at the Santiam Elementary School campus, to adopt the findings of fact, conclusions and conditions of approval for File No. 2022-04. The motion carried, (5:0).*

OLD BUSINESS: Mill City Development Code Revisions (Article 2): Mr. Kinney said that Special Use Standards allow for review of things such as a manufactured home park or a duplex.

Accessory dwellings currently require the look and color to match or be similar to the existing building on the property. Since this was adopted, there have been a multitude of structures that can now be purchased. This has caused some issues with compliance. Consensus to modify language to allow for a similar look.

Mr. Kinney said that 30 years ago the cities were lobbied to allow manufactured homes as medical hardship housing. Since then, the City has found that RVs are easier to use for hardship because it does not require all of the permitting and set up to meet codes. Staff recommends removing manufactured homes as an option and making the review at staff level.

Woody Koenig left the meeting.

Mr. Kinney said that it used to be that cities would require a minimum of three acres for a manufactured home park. The legislature this year adopted a bill stating that cities cannot restrict a manufactured home park to more than one acre in size. This code puts in standards such as a parking space, storage building, design features and a park office to be included in the development.

Duplexes will be required to have architectural design features on the street side, landscaping and, if on a corner lot, that the units face the streets.

A new section addressing townhouses has been included in the proposed update.

Family day care is not permitted in the code now. A new section has been added to address this use. State licensing requirements must be met.

Bed and Breakfasts require an owner to live on site. Sandy Lyness asked why someone must live on site for a B&B. Mr. Kinney asked if this is for a vacation rental or a night to night rental. Mrs. Lyness said that it may be both.

Caitlin Purdy asked if Air B&Bs would be under this code. Mr. Kinney said that they are different from a traditional B&B and would not need for someone to be on site.

Dave Leach arrived.

Mr. Kinney said that parking can be an issue so some fairly strict requirements have been included.

The home occupation code has been modified to include a notification requirement for certain proposed uses that may affect neighboring homes.

Mr. Kinney said that the commercial standards have a few changes. Mill City is unusual in that residential use is an allowed use within the zone. The suggested changes includes putting duplexes before staff rather than requiring a public hearing.

Mr. Kinney went through the allowed uses within each commercial zone stating that auto related uses, building/lumber supplies, drive-through dining, equipment repair/sales and farm/garden/nursery uses are not allowed within the central commercial zone. Consensus to change code to allow these uses.

NEW BUSINESS: WWTF Update: Mr. Kinney said that the test hole work for the potential sewer drainfield has been stopped. The owners of the property were not willing to work with the City to have the testing done without an offer of purchase, which they had an unrealistic number for. There are other areas which are being considered, however, there are restriction with each. Additionally, there is another sewer treatment option that is being explored, a rapid sand filtration plant, which may allow for lesser land needs.

Storm Drainage Master Plan – 3 RFP Proposals Received: Sandy Lyness said that the review process of the Storm Drainage Master Plan proposals was good.

Mr. Kinney said that there were three firms that submitted proposals and the review committee narrowed to two for interviews; Civil West Engineering and Keller Associates. There are a number of questions that came out of the review that the committee will want to ask during the interviews.

Mill City Falls Park Update – Siegmund Construction Contract Award: Mr. Kinney said that Phase 1 of the Mill City Falls Park project was awarded to Siegmund Construction.

A grant application was submitted to State Parks for the next phase of Mill City Falls Park. Elements include full landscaping, rock wall and fence along river, overlook at river, natural play area and picnic areas.

Phase 2 Water System improvements – 95% Plans – Bid Project in July: Mr. Kinney said that the engineering has completed 95% plans, which have been submitted to the Oregon Health Authority for review. The plans are to do a waterline in S 1st Avenue from SW Cedar Street to Kingwood Avenue, a waterline in SE 4th Avenue from SE Fairview to SE Kingwood Avenue and SE Grove from S 1st Avenue to SE 4th Avenue. The hope is to begin work this fall and be done by summer.

INFORMATIONAL ITEMS:

City Recorder Report: None.

BUSINESS FROM THE PLANNING COMMISSION: None.

OTHER BUSINESS: None.

The meeting was adjourned at 10:48 a.m.

Prepared by:

Stacie Cook, MMC City Recorder

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