

**MILL CITY PLANNING COMMISSION**  
**Meeting of February 16, 2018**

Planning Commission members present: Chair Ann Carey, Dennis Chamberlin, David Leach, Marge Henning, Woody Koenig, Grant Peterson and Frances Villwock.

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

City Council Representatives: None.

Agency Representatives: None.

Citizens: None.

The meeting was called to order at 9:00 a.m. Chair Ann Carey led the pledge of allegiance.

**APPROVAL OF MINUTES:** *Woody Koenig move, seconded by Dennis Chamberlin to approve the minutes of December 15, 2017, as amended. The motion carried unanimously, (7:0).*

*Marge Henning moved, seconded by Grant Peterson, to approve the minutes of December 19, 2017 as presented. The motion carried unanimously (7:0).*

**PUBLIC COMMENT:** None.

**PUBLIC HEARINGS:** None.

**PRESENTATIONS:** None.

**OLD BUSINESS:**

Public Improvement Code Amendments: Mr. Kinney said that he has a meeting set with DLCD to review the draft code next week. Based on that discussion amendments may be needed. However, the code is nearly ready to move ahead with adoption.

Mr. Kinney said that the right-of-way areas throughout the community vary in width. A table outlining all streets and their current widths has been drafted. In it there is a recommendation to either leave the width as is or require additional right-of-way dedication with developments. This table, defined as exceptions, will be placed just before or after Table 3.6.020.C that is currently in the document.

Mr. Kinney said that he would like to set a meeting with the Building Commissioner, Water/Sewer Commissioner, Streets Commissioner and Public Works Supervisor to go through the code. Mrs. Carey asked if it would be better to meet with the Council as a whole. Mr. Kinney said that there needs to be an opportunity to go through detailed questions and this is not the typical opportunity at a Council meeting.

Mrs. Carey said that the Council liaison to the Planning Commission receives the packets and has an opportunity to attend these meetings to ask questions and receive clarification and does not do so.

Mr. Kinney said that the issues that are there to support this code are:

1. Outdated code
2. Address realistic development – current code requires full development
3. Standards don't fit areas
4. Eliminate need for variance with outlined exceptions

Mr. Kinney said that, based on today's discussion and questions, he will re-organize the processes within the code. Mr. Kinney said that Table 3.6.020.C needs to be corrected before adoption so he will work on it.

#### **NEW BUSINESS:**

2017 Planning Commission Annual Report: This report identifies all work that was done this past year.

The Spindel application we believe has been completed. Once confirmed the report will reflect this.

Subway has submitted drawings to ODOT for their right-of-way improvements. Mrs. Carey asked about the SCA grant for NE 5<sup>th</sup> Avenue. Mr. Kinney said that last year the City applied for two grant applications, one for SW Cedar Street and one for NE 5<sup>th</sup> Avenue from Hwy 22 north to Cherry Street.

***Frances Villwock moved, seconded by Woody Koenig to approve the annual report as modified and submit to the City Council. The motion carried unanimously, (7:0).***

2018-2019 Work Program: Mr. Kinney said that applications are always the Planning Commission's number one priority. The next item is GIS mapping. The City received a small amount of dollars via a water rate study grant to complete GIS mapping of our water system. Linn County has provided an update of the aerial map for the City and is working on updating the address map. There may be a need for some address changes to be made. This requires notifying the property owner as well as all utilities and emergency service providers.

The TMDL 5 year Update is a list of actions the City will take to reduce water quality degradation caused by pollution, mercury levels and reduce turbidity.

Staff has asked that land use fees be reviewed and the fee schedule be modified. In recent years costs have exceeded the application fee and deposit. Mr. Kinney said that he would like to see a small surcharge on building permits to cover staff and planning reviews.

Mrs. Cook asked that the fee review be done in conjunction with a review of the Linn County building contract.

Mr. Kinney said that there are some administrative changes that need to be made to the Dangerous and Derelict building code.

The County plans to reconstruct SW Broadway from 1<sup>st</sup> Avenue to the Trio Tavern. The preliminary design should be done sometime mid to late summer. The plan will then come to the City for review and discussion on the City's share of the project.

The Flood Plain Ordinance revisions is moving ahead slowly. Cities will be given a timeline to review the new flood plain rules and sample ordinances then make comments.

Other zoning code revisions will be worked on as needed. Tent camping within the City will be added to those listed.

Comp Plan Update – All cities in Oregon are required to have a comprehensive plan. If the Comp Plan is out of date and standards are not in place and a decision is made by the City that is not in compliance with the existing plan. This could be appealed to LUBA and we would be judged based on our existing 1980 Comprehensive Plan. Ensuring that our codes and our Comp Plan are up-to-date is imperative to keeping the City away from LUBA appeals and, potentially, reversal of decisions and resulting legal costs. An updated Comp Plan also gives the City a better opportunity and basis for going after grants.

Future projects include:

Sewer SDC Updates

Storm Drainage Master Plan (Basin Updates)

Public Works Design Standards and Construction Specifications Update

TMDL - 5 Year Update to DEQ: Discussed above.

#### **INFORMATIONAL ITEMS:**

Alley Vacation Application – Juniper Street 3<sup>rd</sup> to 4<sup>th</sup>: Mr. Kinney said that a staff report was drafted for this application. Penny Keen paid the fee. This will be brought to the Council in March for consideration.

Linn County Transportation System Plan (December 2017 DRAFT): The draft document is available on Linn County's website.

DLCD Workshop – FEMA/NFMS – Upper Willamette Basin Biological Opinion: A report on the meeting with DLCD will be brought back at the next meeting.

SOB – RFQ Engineering Services: The Council authorized the SOB Committee to proceed with

releasing an RFQ for engineering services at their last meeting. Once the engineering plans are done the SOB Committee will have to come to the Planning Commission and request issuance of an Historic Structure permit.

Mill City UGB Amendment (Baughman-Lucas) – Application to Linn County: The final signatures necessary to move ahead with this application have been obtained. Once the County receives the application and certifies its completeness, it is probably four to six months before it moves to the next step. The annexation will then have to be finalized by the City.

Mr. Kinney said that there are two prospective applications. One for a minor partition and one for a commercial use on SW Broadway.

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

**OTHER BUSINESS:**

City Recorder Report: City Recorder Stacie Cook stated that the Council has adopted applications for vacancies on all City committees. Therefore, any Planning Commissioner wishing to be reconsidered for their seat upon expiration of term, must complete and return the application to be compliant.

Planning Consultant Billing: Mr. Kinney provided copies of his billings for October and November 2017.

The next meeting of the Planning Commission will be a public hearing on Friday, March 16, 2018 at 9:00 a.m. at City Hall.

The meeting was adjourned at 11:13 a.m.

Prepared by:

Stacie Cook, MMC, City Recorder/Planning Secretary

Minutes approved by the Planning Commission on the 15<sup>th</sup> day of September 2017.