

**WOODBURN PLANNING COMMISSION WORKSHOP/MEETING
MINUTES
May 12, 2011**

CONVENED: The Planning Commission met in a workshop/meeting session at 7:00 p.m. in the City Hall Council Chambers, with Chair Jennings presiding.

ROLL CALL:

Chair	Jennings	Present
Vice-Chair	Bandelow	Present
Commissioner	Corning	Present
Commissioner	Grigorieff	Present
Commissioner	Piper	Present
Commissioner	Ellsworth	Absent

Staff Present Jim Hendryx, Director of Economic and Development Services
 Don Dolenc, Associate Planner
 Jon Stuart, Assistant City Attorney

Chair Jennings opened the workshop/meeting at 7pm, and led the Commissioners in the flag salute.

Minutes

Commissioner Bandelow moved to accept the minutes of March 24, 2011 with a correction, which added Lisa Ellsworth's name to the Planning Commission roll call. Commissioner Corning seconded the motion, and it was unanimously approved.

Business from the Audience

There was none.

Communication

There was none.

Workshop – WDO

Discussions on the Woodburn Development Ordinance (WDO) continued from the last workshop/meeting on April 28th. One of the issues that was requested for further discussion at the last meeting were the changes to the design review recommendations, which are significant, allowing quasi-administrative notice and Planning Commission review, depending on the size. Type I non-residential buildings show the most proposed changes.

Non Residential Buildings

- New commercial buildings 500 square feet or less
- New industrial buildings 1,000 square feet or less

- Sites with existing buildings, expansions or new buildings that increase lot coverage by 10% or less
- Change in use that increases required parking by 10% or less
- Façade changes or structural changes requiring a building permit
- Establishment of a use in a building vacant for 6 months or more

Design review information from various cities was presented to the Commission.

Other Oregon Cities – Type I Design Review

City	Thresholds
Albany	Accessory buildings of any size in commercial and industrial zones and up to 750 square feet in mixed use zones
Beaverton	<ul style="list-style-type: none"> • Additions in residential or commercial zones up to 25% of the floor area or 2,500 square feet. • Additions in industrial zones up to 15% of the floor area or 30,000 square feet. • Non-habitable buildings in commercial or industrial zones up to 1,000 square feet.
Eugene	No Type I process
Newberg	<ul style="list-style-type: none"> • Additions up to 1,000 square feet. • New construction incidental to the main use on a developed site which does not exceed 1,000 square feet. • Nonresidential interior remodels up to 25% of the assessed valuation of the existing structure. • Multi-family remodels up to 25% percent of the valuation of the existing structure.
Portland	Proposals within an IR zone where the site has an approved impact mitigation plan that includes quantitative or objective design review guidelines.
Salem	Design reviews that are non-discretionary.
Tigard	<ul style="list-style-type: none"> • Expansion of a nonresidential use by less than 10% or 5,000 square feet. • Any other review that isn't a Type II.

It was noted that some of the cities have an upper threshold limit. Woodburn does not.

Type II:

- Quasi-Administrative: Director makes decision, notice of the decision mailed to surrounding property owners, appeal to City Council
 - Access Permit to a City Major or Minor Arterial Street
 - Architectural Standard Substitution
 - Design Review, Type II
 - Exception to Street Right of Way and Improvement Requirements
 - Partition, Preliminary Approval
 - Zoning Adjustment

Design Review, Type II:

- Non-residential structures 1,000 square feet or less in the RS, R1S, RM, and P/SP zones.
- Structures 2,000 square feet or less than in the CO, CG, DDC, and NNC zones
- Structures 3,000 square feet or less in the IP, IL, and SWIR zones
- For sites with existing buildings in the CO, CG, DDC, NNC, IP, IL, and SWIR zones; expansions or new buildings that increase lot coverage by more than 10% but less than 25%
- Change of use that results in an increase in required parking of more than 10% but less than 25%
- Single family and duplexes in the NCOD zone, but excluding structures subject to Type I review

Director Hendryx presented Type II information from other Oregon cities.

Other Oregon Cities – Type II

City	Thresholds
Albany	<ul style="list-style-type: none"> • New development. • Building expansions of 500 square feet or more or that reduce parking spaces.
Beaverton	<ul style="list-style-type: none"> • New construction up to 50,000 square feet of non-residential floor area where the development does not abut any Residential District. • New construction up to 30,000 square feet of non-residential floor area where the development abuts or is located within any residential district. • Additions less than 30,000 square feet that do not qualify for Type I process.
Eugene	All design reviews are Type II decisions.

Newberg	Any new development or remodel which is not a Type I review.
Portland	<ul style="list-style-type: none"> Proposals in the downtown or River Design districts up to 1,000 square feet in area, or alterations with a value of \$386,550 or less. Proposals in other design districts with a value of \$1,932,750 or less. Proposals in C, E, I, and RX zones for façade alterations of 500 square feet or less.
Salem	No Type II process
Tigard	<ul style="list-style-type: none"> A change that requires additional on-site parking . An increase in vehicular traffic exceeding 100 vehicles per day. Expansion of a nonresidential use by more than 10% excluding expansions under 5,000 square feet.

Director Hendryx went on to cover the salient points of a Type III design review.

Type III Design Review:

– Quasi-Judicial: Notice of public hearing mailed to surrounding property owners, notice of public hearing posted on the property, Planning Commission makes decision, notice of the decision mailed to surrounding property owners, appeal to City Council

- Conditional Use
- Design Review, Type III
- Exception to Street Right of Way and Improvement Requirements
- Manufactured Dwelling Park, Preliminary Approval
- Phasing Plan for a Subdivision, PUD, Manufactured Dwelling Park
- Planned Unit Development (PUD), Preliminary Plan Approval
- Planned Unit Development (PUD), Design Plan Final Approval
- Special Conditional Use - Historically or Architecturally Significant Building
- Special Use as a Conditional Use
- Subdivision Preliminary Approval
- Telecommunications Facility, Specific Conditional Use
- Variance

Design Review, Type III

- Non-residential structures in residential zones greater than 1,000 square feet
- Multi-family dwellings not meeting all architectural design guidelines and standards
- Structures greater than 2,000 square feet in the commercial zones
- Structures greater than 3,000 square feet in industrial zones

- For sites with existing buildings in the commercial & industrial zones; expansions or new buildings that increase lot coverage by more 25%.
- Change of use that results in a greater than 25% increase in required parking

Other Oregon Cities - Type III

City	Thresholds
Albany	No Type III process
Eugene	No Type III process
Newberg	No Type III process
Tigard	No Type III process
Beaverton	<ul style="list-style-type: none"> • New construction of more than 50,000 square feet of non-residential area where the development does not abut any residential district. • New construction of more than 30,000 square feet of non-residential area where the development abuts or is located within any Residential District. • Additions more than 30,000 square feet.
Portland	<ul style="list-style-type: none"> • Proposals over 1,000 square feet in area, or alterations with a value over \$386,550 in the Downtown or River Design Districts. • Proposals with a value over \$1,932,750 in other design districts.
Salem	Design reviews that are discretionary.

In general, as long as the code of a city is written objectively, with limited discretion, then notice is not necessary. Added discretion requires notice.

Director Hendryx reviewed Section 4.101, 4.102 and 4.103 in detail, noting where there were format changes. He also reviewed Sections 5.101, 5.102 and 5.103, after which there was a lengthy discussion amongst the Commissioners about the proposed design threshold issues. They ended the meeting in concurrence with all the proposed WDO recommendations from the Focus Committee.

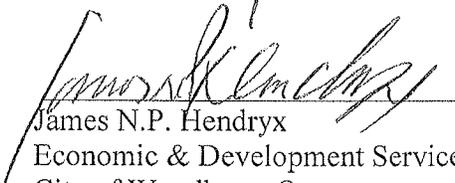
Meeting

The next Planning Commission meeting/workshop will take place on Thursday, May 26, 2011.

Adjournment

Commissioner Corning made a motion to adjourn the meeting. Commissioner Grigorieff seconded the motion, and the meeting was adjourned at 9 pm.

APPROVED  5-26-11
Richard Jennings, CHAIR Date

ATTEST  5/26/11
James N.P. Hendryx Date
Economic & Development Services Director
City of Woodburn, Oregon