

WOODBURN PLANNING COMMISSION MEETING MINUTES
January 8, 2009

CONVENED The Planning Commission met in a regular session at 7:00 p.m. in City Hall Council Chambers with Chairperson Bandelow presiding.

Chairperson Bandelow questioned members of the Planning Commission having potential conflicts such as family, financial, or business relationship with regard to the meeting. If such a potential conflict exists, he asked whether the commissioner in question believes he or she is without actual bias or whether he or she would like to step down from the Planning Commission during the meeting. There were none.

Chairperson Bandelow announced that the agenda is available at the back of the room. We will consider items one at a time according to the order listed in the agenda. The Planning Commission Meeting would be treated as a workshop. All persons wishing to speak are welcome to speak at any point in time without going to the podium.

ROLL CALL

Chairperson	Bandelow	P
Vice Chairperson	Vancil	P
Commissioner	GrosJacques	P
Commissioner	Grigorieff	P
Commissioner	Hutchison	A
Commissioner	Jennings	P
Commissioner	Kenagy	P

Staff Present: Jim Hendryx - Community Development Director
Natalie Labossiere – Senior Planner
Jon Stewart – Assistant City Administrator
Carrie Brennecke – Associate Planner
Don Dolenc – Associate Planner
Sasha Sprauer – Administrative Assistant

Commissioner Jennings offered a procedural motion to move Agenda Item 6: Reports, Item 7: Business from the Audience, and Item 8: Adjournment before Item 5: Discussion Items. Commissioner Grosjacques seconded the motion, which unanimously carried.

Commissioner Jennings led the salute to the flag and requested a moment of silence in honor of Captain Tom Tennant.

MINUTES

- A. Woodburn Planning Commission Meeting Minutes of December 11, 2008. Commissioner Jennings moved to accept the minutes. Commissioner Grigorieff seconded the motion, which unanimously carried.

BUSINESS FROM THE AUDIENCE

None.

ITEMS FOR ACTION

- A. Final Order – Benavidez Tires – Arnaldo Benavidez
Conditional Use Permit 2008-01

There was discussion amongst the Planning Commission in regards to the project's timeframe and the recommendation to refund the permit fees to the applicant. There is not a recommendation in the Final Order. Business categories in the WDO should be reevaluated.

Commissioner Jennings made a motion to approve the Final Order for Conditional Use 2008-01. Commissioner Grosjacques seconded the motion, which carried unanimously.

- B. Nuevo Amanecer – Farmworker Housing Development Corporation
Design Review 2008-05, Exception 2008-08

Commissioner Jennings stated that he approved of the changes made in the Final Order.

Commissioner Jennings made a motion to approve the Final Order for Design Review 2008-05 and Exception 2008-08. Commissioner Grosjacques seconded the motion, which carried unanimously.

REPORTS

Commissioner Jennings stated that it is frustrating when applicants request the Planning Commission to expedite their project, and then are slow to begin construction.

BUSINESS FROM THE COMMISSION

Commissioner Jennings stated that he was proud of the citizens of Woodburn for their reaction to the events of December 2008.

Chairperson Bandelow welcomed Community Development Director Jim Hendryx to the Planning Commission Meeting.

Senior Planner Labossiere updated the Planning Commission on the Woodburn Downtown Plan. The initial kickoff meeting occurred in September 2008. Staff created and distributed a project flowchart. The City amended the Transportation Growth Management (TGM) Grant contract to include a citizens' Stakeholder's Working Group. The first Stakeholder's Working Group will meet on Tuesday, January 13, 2008. The consultants will conduct stakeholder's interviews and the Community Development Department will have an open house on Wednesday, January 21, 2008. Staff mailed out flyers, ran an ad in the Woodburn Independent, and spoke with the Woodburn Chamber of Commerce and the Public Works Department to notify city residents of the open house.

There was discussion amongst the Planning Commission in regards to reaching the entire community.

Chairperson Bandelow asked if the Stakeholder's Working Group was a representative group of businesspeople in the downtown area.

Senior Planner Labossiere stated the Stakeholder's Holders Working Group was a representative group of businesspeople throughout the community. The group includes members from the industrial uses, business owners, civic groups, restaurants, and an elected/appointed officials group. The meetings will be confidential.

Community Development Director Hendryx stated that there is a Citizen's Steering Group that will be the policy driving force and there is a Stakeholder's Working Group will voice the opinions of the community.

There was discussion amongst the Planning Commission and staff about the excessive use of consultants in the past, the importance of voicing citizen's concerns, and receiving notices of events in a timely manner.

Community Development Director Hendryx stated that the timeframe for the downtown project has been condensed. The TGM process requires that the planning phase be finished by August. The implementation phase would begin in August.

Senior Planner Labossiere explained that the Downtown Project originally began in 2007. The project has new consultants.

Commissioner Jennings stated that staff would be taking an active role throughout the process and citizens should contact staff with questions and concerns. City residents are leery of consultants. The project allows for local control.

There was discussion amongst the Planning Commission in regards to problems the city has experienced with consultants in the past.

Community Development Director Hendryx stated that he has begun an outreach to the Planning Commission, City Council, and the Business and Development Communities on the performance of the Community Development Department. He would like the department to address the public's issues and concerns. He would like a consensus of the key priorities the Community Development Department should focus on. Surveys will be distributed to the Planning Commission, City Council, and the Business Community through the Woodburn Chamber of Commerce.

John Gervais, 650 N. First Street, Woodburn, OR 97071. Gervais stated that the Palomar Natural Gas Pipeline ran an ad in the Woodburn Independent which indicated that the pipeline would run through the City of Woodburn's Urban Growth Boundary, south of Woodburn.

Commissioner Jennings asked if the Planning Commission needs a motion to ask City Council to expedite the refund to Benevidez Tires.

Senior Planner Labossiere stated that the Conditional Use permit for Benevidez Tires will be on City Council's next agenda.

Jon Stuart stated that there is a fourteen day appeal period.

ADJOURNMENT

Commissioner Jennings moved to adjourn the meeting, Commissioner Grosjacques seconded the motion, which unanimously carried. Meeting adjourned at 7:20 PM.

APPROVED _____
ELLEN BANDELOW, CHAIRPERSON Date

ATTEST _____
Jim Hendryx Date
Community Development Director
City of Woodburn, Oregon