

WOODBURN PLANNING COMMISSION MEETING MINUTES
February 12, 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, she 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. We will follow the hearing procedure outlined on the public hearing procedure board. All persons wishing to speak are requested to come to the podium and give their name and address. Any individuals speaking from other than the podium will not be recognized.

ROLL CALL

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

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

Vice Chairperson Vancil led the salute to the flag.

BUSINESS FROM THE AUDIENCE

Community Development Director Hendryx stated that because there were no hearings on the agenda, the planning commission meeting would be treated as a workshop. Community Services Director, Jim Row, would present the Woodburn Parks and Recreation Master Plan to the Planning Commission.

MINUTES

- A. Woodburn Planning Commission Meeting Minutes of January 22, 2009. Commissioner Grosjacques moved to accept the minutes, with a change on the Building Activity Report date to reflect January 2009. Commissioner Grigorieff seconded the motion, which unanimously carried.

DISCUSSION ITEMS

A. Woodburn Parks and Recreation Master Plan presentation

Community Services Director Row explained that a public hearing for the Woodburn Parks and Recreation Master Plan was scheduled for the following Planning Commission meeting, February 26, 2009, for a recommendation to City Council. He wanted to allow the Planning Commission an opportunity to ask questions, request changes or request more information.

The plan represents an update to the 1999 Parks and Recreation Master Plan. It follows a different methodology in making the plan by assessing the level service and making recommendations. The processes required that the city measured and reflect on public input, inventory and analyze the current system, complete a level of service analysis, and determine recommendations.

The project began with a kick-off meeting with the consulting team in November 2007. There was significant community input that began with focus group meetings made up of members of the public, stakeholders, Parks and Recreation partners, and staff.

The citizen's survey took place in February and March 2008. In total, Community Services mailed 5,000 surveys to residents within the zip code, which represented a 68% saturation level. In total, 349 surveys were completed and returned, which represented a 7% response rate.

The survey results indicated that several demographic groups had been underrepresented. Ethnic origin, homeownership, and age demographics were not representative of the community. The responses of the survey were weighted to reflect the underrepresented groups.

The department completed an Inventory Assessment and Level of Service Analysis to determine the condition of every park in the City. Each component of the park was given a neighborhood and a community score to indicate the level of service it provided.

The plan also includes a Recommendations and Action Plan. The recommendations were presented to the public in September 2008 and then modified to reflect the public's concerns.

The plan identified several key issues that need to be addressed, which include planning, marketing and communications, and credibility.

There was discussion amongst the Planning Commission and Community Services Director Row in regards to marketing and reaching the Spanish speaking community.

Community Services Director Row stated that he would like to implement a "mystery shopper" program to measure the level of service Community Services offers their customers and participants. The department needs to track performance measures and create standards for evaluating their programs, increase programming and partnerships, and increase cost recovery and funding through both traditional and alternative methods.

The Operations and Maintenance recommendation suggested material and equipment sharing between City Departments. The interconnection requires good communication between Park Planning and Development, Recreation Programming, and Maintenance and Operations.

The plan is split into four, four-year periods with varying budgets.

There was discussion amongst the Planning Commission and Community Services Director Row in regards to the priorities given to the parks, and the reasoning for their placement in the plan. They discussed the difficulty in funding existing parks without the use of System Development Fees (SDCs).

There was discussion amongst the Planning Commission and Community Services Director Row in regards to how SDCs are utilized by the City. There was discussion in regards to the lack of park space behind the development southeast of Interstate 5 and its location on the priority list. Community Services Director Row stated that the Planning Commission can recommend the new park southeast of I-5 be moved higher up on the priority list.

There was discussion amongst the Planning Commission and Community Services Director Row in regards to creating a walking route from the Evergreen area to Centennial Park. The City should look at standards for dedicated land for future major development.

There was discussion amongst the Planning Commission and Community Services Director Row in regards to funding. Community Services Director Row stated that they have received funding through Oregon lottery dollars dedicated by Measure 66, Land and Water Conservation Fund, Recreational Trails program, and general obligation bonds.

Community Services Director Row gave an overview of several recommended projects which included the Community Center and a Cultural Arts Center.

There was discussion amongst the Planning Commission and staff in regards to the new residential areas in the Urban Growth Boundary (UGB). There was discussion in regards to the new residential area in west Woodburn, currently developed with single family homes on one acre lots.

Community Services Director Row stated that they would look at removing the park recommendation in west Woodburn, and ensure that the area south of I-5 is a high priority.

Community Development Director Hendryx stated that the Public Hearing for this project was scheduled for the following Planning Commission Meeting. The Planning Commission can recommend changes to the plan to City Council.

Chairperson Bandelow asked if there were any questions for staff.

None.

B. Planning Commission Survey Discussion

Community Development Director Hendryx presented the results of the Community Development Survey that was distributed to the Planning Commission, City Council, staff and the public. The survey includes all of the comments that were received.

There was discussion amongst the Planning Commission and staff in regards to customer service, downtown parking, and signage. There was discussion in regards to the Planning Commissioners experience with the department and the changes that they have seen in the last several months.

Chairperson Bandelow stated that sign enforcement is complaint driven and not evenly enforced throughout the community.

Community Development Director Hendryx stated that the Mayor has put together a list of people to serve on a focus group to review the sign code in the Woodburn Development Ordinance (WDO). The list will include a Planning Commissioner and City Councilor. Staff will also review critical issues in the WDO regarding the sign code.

There was discussion amongst the Planning Commission and staff in regards to WDO usability and understandability.

Community Development Director Hendryx stated that staff was currently reviewing the entire development process. The goal is to create clear expectations and more information for customers.

There was discussion amongst the Planning Commission and staff in regards to various changes that could be made to the WDO.

Community Development Director Hendryx invited the Planning Commissioner to a workshop conducted by the Mid-Willamette Valley Council of Governments.

There was discussion amongst the Planning Commission in regards to sign code violations and exempt signs allowed by the WDO.

C. Review of Staff Report Formats

Community Development Director Hendryx stated that staff had collected staff reports from other cities for the Planning Commission to review and discuss in regards to format.

Each Planning Commissioner listed their likes, which included having the planning background and history at the beginning of the staff reports, the pictures and aerial photos included in the reports, an applicant's findings section, and a 120-day clock on the front page. They also liked having a table of contents, line numbering, and an executive summary.

There was discussion amongst the Planning Commission and staff in regards to citing the section number in the WDO, instead of the entire statement.

Community Development Director Hendryx stated that staff would make format changes to their staff reports for the Planning Commission to review.

REPORTS

Community Development Director Hendryx stated that the Building Department had a busy month.

There was discussion amongst the Planning Commission and staff in regards to taxi-cab services and mobile produce sales.

BUSINESS FROM THE COMMISSION

None.

ADJOURNMENT

Commissioner Grosjacques moved to adjourn the meeting, Commissioner Kenagy seconded the motion, which unanimously carried. Meeting adjourned at 9:05 PM.

APPROVED _____
ELLEN BANDELOW, CHAIRPERSON Date

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