

**WOODBURN PLANNING COMMISSION PUBLIC
HEARING/MEETING MINUTES
July 28, 2016**

CONVENED: The Planning Commission met in a public meeting session at 7 p.m. in the City Hall Council Chambers, with Chair Claudio Lima presiding.

ROLL CALL:

Chair	Lima	Present
Vice-Chair	Piper	Present
Commissioner	Grigorieff	Present
Commissioner	Vacant	
Commissioner	Comer	Present
Commissioner	Corning	Present
Commissioner	Lassen	Present

Staff Present: Jim Hendryx, Economic and Development Services Director
McKenzie Granum, Assistant City Attorney
Vicki Spitznogle, Recording Secretary

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

Minutes

The June 23, 2016 minutes were unanimously approved, after noting that one error had been corrected.

Business from the Audience

None

Communication

None

Public Hearing: 2851 W. Hayes Street, DR 2016-02; VAR 2016-04: The applicant requests a design review for a new fourplex and a variance to avoid constructing a portion of the required architectural wall on the 0.38-acre property, located at the corner of Harvard Drive and W. Hayes Street. The property is zoned Commercial General (CG). Abutting properties are zoned CG and RM (Medium Density Residential).

There is available parking on the street, if needed.

Roger Midura, 24799 NE Butteville Road, Aurora, stated that the proposal is very straightforward, and if approved, he plans to apply for a building permit immediately. These units will be rentals.

STAFF RECOMMENDATION

The Planning Division recommends that the Commission approve case DR 2016-02; VAR 2016-04 subject to the following conditions:

1. The property shall be developed in substantial conformity to the preliminary plans submitted and reviewed with these applications, except as modified by these conditions of approval.
2. The owner shall ensure all applicable City and County permits for work are obtained prior to the start of work and that the work meets the satisfaction of the permit-issuing jurisdiction.
3. All permanent utility service to and within the development shall be underground.
4. Prior to Certificate of Occupancy, the owner shall apply and obtain approval for an access permit for the driveway(s) and construct modifications of the access to meet City standards.
5. Prior to Certificate of Occupancy, the owner shall provide a landscaped area with street trees and a full-width sidewalk along both streets meeting WDO 3.0.1.06.
6. Prior to Certificate of Occupancy, landscaping and screening shall be installed and verified by Planning. A final revised landscaping plan of installed plan materials must be submitted for the record. This plan shall show all changes discussed during the application process to the buffer yard, street trees, other large tree changes, and that all criteria of WDO 3.06 are met.
7. Prior to Certificate of Occupancy, a private easement must be dedicated for the existing "Barclay" private storm line crossing the property.
8. Prior to Certificate of Occupancy, the owner shall have installed and the City accepted the sanitary sewer and water services. This includes a 48" manhole at the end of the sanitary sewer system, obtaining a 16' wide (minimum) easement for public sanitary sewer main prior to issuance of a Public Works Right-of-Way Permit, and installation of a proper backflow prevention device for the lawn irrigation and fire sprinkler services.
9. No signs were approved in conjunction with this proposal. Temporary and permanent signs require separate permit approvals.
10. Prior to building permit issuance, the property owner shall execute an acceptance of these conditions of approval.

Vice-Chair Piper made a motion to approve DR 2016-02, VAR 2016-04 and to approve the Chair to sign a Final Order. Commissioner Grigorieff seconded the motion, which passed unanimously.

Business from the Commission

August 11th is the next tentative date for a meeting. A Planning Commission meeting will definitely be held on Thursday, August 25th. Staff has received various land use applications over the past few months. Among them are three applications by the Woodburn School District, though these applications are not yet complete.

The League of Oregon Cities will hold its annual conference in late September in Salem this year. Training will be offered for the Planning Commissioners. Jim will report details as they become available.

Adjournment

Vice-Chair Piper moved to adjourn the meeting and Commissioner Grigorieff seconded it. The meeting was adjourned at 7:20pm.

APPROVED  8/25/16
Claudio Lima, Chair Date

ATTEST  9/2/16
James N.P. Hendryx Date
Economic & Development Services Director
City of Woodburn, Oregon