

**WOODBURN PLANNING COMMISSION PUBLIC
HEARING/MEETING MINUTES
January 14, 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	Absent
Commissioner	Grigorieff	Present
Commissioner	Vacant	
Commissioner	Comer	Absent
Commissioner	Corning	Present
Commissioner	Floyd	Present

Staff Present: Jim Hendryx, Economic and Development Services Director
Vicki Spitznogle, Recording Secretary

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

Minutes

The December 10, 2015 minutes were unanimously approved.

Business from the Audience

After 10 years of effort, the Urban Growth Boundary has been approved.

Communication

Public Hearing: 2895 Progress Way DR 2015-01; VAR 2015-02; PLA 2015-03
Economic and Development Services Director Jim Hendryx gave the staff report. The applicant requests a Design Review for a 25,000 square foot manufacturing building, a 5,000 square foot office and a 2,000 square foot fitness building. A variance is required for the street improvement, as the cul-de-sac exceeds the maximum street length of 250 feet and the sidewalk would be constructed only on the west side of the street. As noted above, several properties are involved with the application and the lots are being consolidated into one lot. The property is zoned Industrial Park (IP), and is designated Industrial on the Comprehensive Plan Map. Abutting properties are zoned Industrial Park (IP) and Light Industrial (IL). The property has been used for manufacturing for several years.

The Planning Division recommends approval of case DR 2015-01, VAR 2015-02 and PLA 2015-03, subject to the following conditions of approval:

1. The property owner shall execute an acceptance of these conditions of approval.
2. The property shall be developed in substantial conformity to the preliminary plans (Exhibits A and B), except as modified by these conditions of approval.
3. Prior to issuance of occupancy, the applicant shall consolidate property lines. The property line consolidation shall be accomplished in accordance with Section 5.01.08. The applicant shall provide the City with a copy of the recorded document adjusting the property line.
4. Prior to issuance of occupancy, Progress Way street improvements shall be constructed and accepted by the City of Woodburn.
5. The property owner shall provide a performance guarantee for the construction of required street improvements and public waterline facilities, per section 4.02.08 of the Woodburn Development Ordinance.
6. The property owner shall provide a 16' wide public utility easement for all existing and proposed public waterlines and appurtenances on the property site.
7. The property owner shall provide all required right-of-way dedications, public utility easements and maintenance easements.
8. Illumination shall be installed per the City's and PGE's requirements.

Scott Weir, Universal Forest Products, 2801 E. Beltline, Grand Rapids, MI 49525 spoke, telling the Commission that United Forest Products (UFP) has grown very rapidly since they first came to Woodburn in 1989. Although they have various locations, they decided to expand the Woodburn plant, consolidating several other office locations into the new office and manufacturing buildings being proposed. UFP has strongly encouraged employee fitness for years, and they also want to build the proposed 2,000 square foot fitness center to accommodate them. Approximately 57 employees will be relocating here in the next couple of years.

Construction is estimated to begin as soon as possible, with the office building being built during 2016, and the manufacturing building following by 2017.

Over time, UFP has shifted their business from solely building trusses to building and selling multitudes of lumber-related and complementary products. The Woodburn plant runs two shifts at present, but truck delivery and receiving are only done during normal business hours.

John Brooks, VLMK Engineers, 3933 SW Kelly Ave, Portland, OR 97239 spoke briefly. He represents the owner, and offered to discuss anything to do with the site layout and related topics. There were no questions from the Commissioners.

Commission Discussion:

There were no objections to the proposal.

Commissioner Corning moved that the Planning Commission approve DR 2015-01; VAR 2015-02; PLA 2015-03, subject to conditions and authorize the Chair to sign the Final Order. Commissioner Grigorieff seconded the motion, which passed unanimously.

Items for Action:

Election of officers was not possible, as two Commissioners were absent and one position is vacant. Elections will take place at the next meeting.

Business from the Commission

None

Adjournment

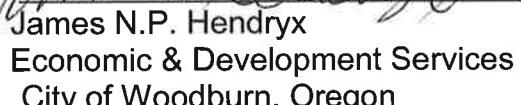
Commissioner Grigorieff moved to adjourn the meeting and Commissioner Corning seconded it. The meeting was adjourned at 7:43pm.

APPROVED


Claudio Lima, Chair

3/10/16
Date

ATTEST


James N.P. Hendryx
Economic & Development Services Director
City of Woodburn, Oregon

3/10/16
Date