

**WOODBURN PLANNING COMMISSION PUBLIC
HEARING/MEETING MINUTES
November 12, 2015**

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	Floyd	Present

Staff Present: Jim Hendryx, Economic and Development Services Director
Kate Foster, Associate Planner
Jon Stuart, Assistant City Attorney
Vicki Spitznogle, Recording Secretary

Chair Lima opened the workshop/meeting at 7 pm, and led the Commissioners in the flag salute. Chair Lima introduced a new Commissioner, James Floyd.

Minutes

The August 13, 2015 minutes were unanimously approved.

Business from the Audience

None

Communication

Economic Development Director Jim Hendryx introduced the Planning Department's new Associate Planner, Kate Foster.

The next Planning Commission meeting is tentatively scheduled for Thursday, December 10th. There may be upcoming workshop training for the Commission beginning in January, 2016.

Public Hearing:

Associate Planner Kate Foster gave the staff report. The applicant requests a design review for a new 8,328 square foot office building for Northwest Senior and Disability Services and a property line adjustment between two properties (2100 Progress Way and 1395 Mt. Hood Ave) to enlarge the property at

2100 Progress Way to accommodate the proposed use. The properties are zoned Commercial General (CG). Abutting properties are zoned CG and Industrial Park (IP).

Staff Recommendations:

Staff recommended that the Commission forward cases DR 2015-03 and PLA 2015-02 to the City Council with a recommendation of approval, 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 applicant or owner shall ensure that all applicable City, state, and federal permits for work are obtained prior to the start of work and that the work performed meets the satisfaction of the permit-issuing jurisdiction. Whether or not a specific permit is issued for any work, the work performed must meet City standards and requirements. This includes, but is not limited to: right-of-way, building, and mechanical permits from the City and plumbing and electrical permits from Marion County.
3. Prior to property line adjustment final approval, the applicant or owner shall provide documentation to the City's satisfaction, showing that all franchise utilities and the hydrant at the northwest portion of the 2100 Progress Way property will be relocated in conjunction with, or prior to, development of the building proposed for the property, since they will be impacted by the road and easement relocation.
4. The final property line adjustment must comply with the standards of Section 5.01.08 and ORS Chapters 92 and 209 and the applicant or owner shall provide a copy of the final property line adjustment prior to issuance of a building permit.
5. At, or prior to, building permit issuance, the property owner shall execute an acceptance of these conditions of approval.
6. Within 10 days of obtaining a building permit for the facility, the applicant or owner shall provide documentation, to the City's satisfaction, supporting that all parties who currently have access to the easement across the north side of the 2100 Progress Way property will continue to have access after the relocation of the easement.
7. Prior to Certificate of Occupancy, one street light shall be installed along Progress Way, compliant with City & electric utility standards, and as specified within WDO Section 3.02.03.

8. Prior to Certificate of Occupancy, the applicant or owner shall install a covering meeting the design standards of Section 3.07.06 B 5 over the main pedestrian entrance extending from the curb near the loading/drop-off area to the east building entrance.
9. Pursuant to Oregon Fire Code Section 5.03, emergency access for the property to the east of this development shall be maintained during all construction phases.
10. No signs were approved in conjunction with this proposal. Temporary and permanent signs require separate permit approvals and must meet the criteria of Sections 3.10.09 C or 3.10.10 B, respectively.

Public Discussion:

Applicant Lee Gwyn, Lenity Architecture, 795 Inglewood Street SE, Salem, OR showed the Commissioners the area for staff-only parking, which would not be covered, since it meets code without coverage. The client parking is clearly designated, and he feels that extended coverage to the drop-off area would actually be a liability, safety and aesthetics issue, so the applicant proposes weather cover solely in a 6x9 area in front of the main doors.

Several Commissioners expressed the idea that more weather coverage than proposed could be a good idea, especially considering the elderly clientele that would be utilizing the building. They were concerned about the seven foot distance between the zero-curb loading area and the proposed canopy, as well as the 31 foot distance from handicapped parking to the front door.

Jon Stuart, Assistant City Attorney, noted that the code does not state a certain amount of coverage requirement. It is set up so that the Commission can determine what they deem a reasonable amount.

Carl Gomoll, Operations Manager for Northwest Senior and Disability Services, 12174 Golf Lane, Sublimity, OR stated that this building's architecture and weather coverings are based on the other five locations for the Northwest Senior and Disability Services, and to date, there have been no complaints. He noted that FedEx trucks can be a problem with extended weather canopies, since the trucks sometimes hit the canopies, necessitating frequent repair.

After some discussion amongst the Commissioners regarding the pros and cons of extended weather coverage, Assistant City Attorney Stuart told the Commission that there were options for their consideration. They could approve everything as submitted, or remove Condition of Approval #8 and approve the rest of the application, or postpone voting at all until the next Planning Commission meeting, or offer to leave the record open for the applicant to

provide additional information, or finally, they could approve the application as it stood and leave the applicant time to decide what type of coverage would work, architecturally and structurally.

Commissioner Piper moved that the Planning Commission approve DR 2015-02; PLA 2015-02, with Conditions of Approval 1-7 and 9-10, and to allow the Chair to approve the Final Order. The vote was 4 to 2 in favor of the motion.

Items for Action:

None

Business from the Commission

Economic and Development Services Director Jim Hendryx gave an update on the Urban Growth Boundary (UGB) process. The State's decision regarding the UGB was remanded back to the Land Conservation and Development Commission (LCDC), who then remanded it back to the City of Woodburn. On Dec. 14th, 2015 a joint meeting of the City Council and the County Board of Commissioners will be held with a feasible proposal for moving forward, finalizing with an expected final February or March, 2016 hearing with the State. As it has been remanded back to the City Council, it will not come before the Planning Commission.

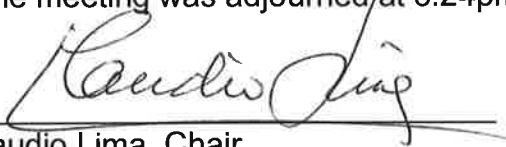
Assistant City Attorney Stuart noted progress and said the UGB situation is moving forward.

Chair Lima said that Woodburn has hired a new Chief of Police, Jim Ferraris, has been appointed and will begin on December 14, 2015.

Adjournment

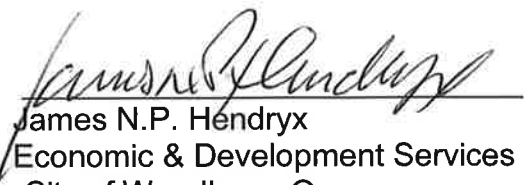
Commissioner Piper moved to adjourn the meeting and Commissioner Corning seconded it. The meeting was adjourned at 8:24pm.

APPROVED


Claudio Lima, Chair

12/10/15
Date

ATTEST


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

12/11/15
Date