

**Woodburn Planning Commission
Meeting Minutes
December 14, 2023**

Convened: The Planning Commission met at 7:02 p.m. both in person and through a public online/virtual session via Microsoft Teams.

Roll Call:

Chair	Ellsworth	Present
Vice-Chair	Hernandez-Mejia	Present
Commissioner	Bartel	Present
Commissioner	Berlin	Present
Commissioner	Bravo	Present
Commissioner	Corning	Absent
Commissioner	Lassen	Absent

Staff Present:

McKenzie Granum, Assistant City Attorney
 Chris Killmer, Assistant City Attorney
 Colin Cortes, AICP, CNU-A, Senior Planner
 Dan Handel, Planner
 Jesse Cuomo, Community Services Director
 (Chris Kerr, Community Development Director was on vacation.)

Introduction: Chair Ellsworth opened the public hearing at 7:02 p.m. and asked **Staff** to begin roll-call. **Chair Ellsworth** led everyone through the Pledge of Allegiance.

Minutes: The minutes were from the **November 9, 2023**, meeting. **Chair Ellsworth** asked if there were any corrections or additional information needed and there were none. **Commissioner Berlin** motioned to approve the minutes; **Vice-Chair Hernandez-Mejia** seconded. The motion passed unanimously, and minutes were approved.

Business from the Audience: None.

Parks Master Plan Update

Communications: Community Services Director Jesse Cuomo and the City’s consultant presented an overview of the updated Parks Master Plan. **Director Cuomo** noted to Commissioners that this project is anticipated to be on the January 25, 2024 **Planning Commission Meeting** for a public hearing and recommendation to City Council.

Senior Planner Cortes announced that **McKenzie Granum** was promoted to be the new **City Attorney** and introduced the new **Assistant City Attorney Chris Killmer** to the **Planning Commission**.

Public Hearings:

ANX 23-03 [Withdrawn]

Chair Ellsworth read the agenda item description and asked staff about it. **Senior Planner Cortes** confirmed that the applicant withdrew the application per the letter that staff forwarded to the **Commission** (on December 8 after agenda publication). Therefore, ANX 23-03 “Brown Street Annexation” was not heard December 14.

Chair Ellsworth opened the hearing for **DR 22-06, PLA 22-04, SA 23-04 & VAR 23-04: Young Street Apartments at 1030 Young Street** and gave a summary of the application. **Chair Ellsworth** then asked if the **Planning Commission** had any *ex-parte* contacts, site visits, declarations, or potential conflicts of interests they would like to report, and **Chair Ellsworth** reported that she lives close by to the site on a different street. **Chair Ellsworth** asked if there were any challenges to the **Planning Commission** and there were none. **Assistant City Attorney Chris Killmer** read the public hearing statement and **Senior Planner Cortes** presented the staff report. After the presentation, **Senior Planner Cortes** asked if the **Planning Commission** had any questions. The **Planning Commission** asked about whether fencing would be placed to keep people off the railroad track and **Senior Planner Cortes** stated that the applicant isn't required to but could install fencing and referenced conditioned height limits. Upon a commissioner question about a traffic study, **Senior Planner Cortes** recalled that it probably the project size and scope of work didn't trigger a full transportation impact analysis. After the questions, **Chair Ellsworth** then asked for the testimony of the applicant.

Testimony by Applicant: Aaron Terpening, Design Principal with CBTWO Architects, 500 Liberty Street SE Salem, OR 97301. (Gretchen Stone, Land Use Coordinator with CBTWO Architects sat with the applicant's team but did not testify.) Applicant Terpening thanked **Senior Planner Cortes** and **Staff** for working with his team throughout the project. **Applicant Terpening** talked about the conditions and which ones he and his team are hoping to change and which ones they would like to keep the same. He also explained the layout of the buildings and how they correlate with the landscape and how the conditions needed to reflect that to not cause conflict with the rest of the project. **Applicant Terpening** talked about the right-of-way conditions, and he also addressed safety and security concerns. He explained that his team followed the code to the best of their ability, giving the constraints the site bought to the project. He ended on a positive note that the project will improve Young Street and give something to the Woodburn Community.

The **Planning Commission** asked **Staff** to clarify the window condition and **Staff** did so, along with addressing the awning condition. **Applicant Terpening** explained the challenges they would be facing if they go with the current conditions in place for the awning condition. The **Planning Commission** asked to explain more about the awning condition and **Staff** helped the applicant clarify what is in the code and what is not for awnings. The **Planning Commission** discussed the aesthetics of the buildings and the landscaping for this project with the applicant. The **Planning Commission** examined a plan map laying out the project's building locations, along with explaining the parking, landscaping, and sidewalk placements. **Senior Planner Cortes** explained the landscaping code and expressed that the applicant met the code's limits in certain aspects. The **applicant's team** expressed concerns about how the parking space reached the limit of site size and the struggle to grant safer accessibility to pedestrians and bikers, due to tight spacing of the parking lot. After **Applicant Terpening** concluded his time, **Chair Ellsworth** moved on the testimonies.

Testimony by Proponents: None.

Testimony by Opponents: None.

Chair Ellsworth closed to the public hearing and moved onto the deliberation. The **Planning Commission** requested to have **Staff** explain Condition RR2 and clarify the applicant's request in the addendum. The **Planning Commission** reviewed all the information that was presented and discussed the best course of action, even asking **Staff** clarifying questions about issues they weren't sure about. The **Planning Commission** addressed aspects of the public right-of-way and parking. Then members talked about the apartment building and discussed the layout of the plans. Members even looked at a diagrammatic installation in the Council Chambers of how a typical patio area would look. The **Planning Commission** talked about what it likes and didn't like about it, along with discussing the conditions such as the variance. Members also requested to have a layout of what conditions they are changing, removing, and/or keeping and **Staff** typed out the edited conditions of approval on the monitor.

Commissioner Lassen left the call during the deliberation portion of the public hearing around 9:30pm, due to technical difficulties.

Chair Ellsworth entertained a motion. **Commissioner Bartel** motioned to approve the **DR 22-06** consolidated applications package with the conditions of approval as recommended in the staff report and with the following correction to Condition V10b(3) as recommended in the staff addendum memo: walkway R1, 2 within 40 feet of Corridor RR2 and: [to] (1) strike the requirement for Walkways Y3 & Y4, (2) strike minimum canopy heights, (3) strike conditioning of canopy posts, (4) require patio and balconies to be depths and minimum areas in substantial conformance with the Design Review site plan, [and] (5) modify the [Corridor] RR2 standards to: (a) tract or easement: minimum width 14 feet, (b) Path pavement minimum width 8 feet, (c) south tree planting zone minimum width 4 feet, [and to] (d) strike requirement for benches along the path, subject to the staff conditions of approval and a final decision be prepared for the signature of the **Chair**. **Commissioner Berlin** seconded the motion. **Chair Ellsworth** called for a vote, and it was unanimously in-favor. Therefore, **DR 22-06, PLA 22-04, SA 23-04 & VAR 23-04: 1030 Young Street Apartments on 1030 Young St.** was approved.

Business from the Commission: **Chair Ellsworth** stated that the **Planning Commission** has reappointments reminders for **Vice-Chair Hernandez-Mejia, Commissioners Bravo and Corning**. If they wish not to continue to be on the **Planning Commission**, they must let **Staff** know as soon as possible.

Updates from Staff: **Planner Handel** stated that an email will be sent out next week about the **Parks Plan** being available online. **Senior Planner Cortes** reminded **Chair Ellsworth** that **Cassandra Martinez, Administrative Specialist** would contact her soon about visiting to sign a final decision document (for DR 22-06).

Assistant City Attorney McKenzie Granum asked **Planner Handel** when the next **Planning Commission** is, and he said it will be on **January 11, 2024**.

Adjournment: **Chair Ellsworth** entertained a motion to adjourn. **Commissioner Berlin** motioned to adjourn, and **Commissioner Bravo** seconded. The vote was unanimous, and the **Planning Commission** adjourned the meeting at 10:09 p.m.

Approved _____
Lisa Ellsworth
Chair of Planning Commission
City of Woodburn, Oregon
Date _____

Attest _____
Chris Kerr, AICP
Community Development Director
City of Woodburn, Oregon
Date _____