

**Woodburn Planning Commission  
Meeting Minutes  
January 25, 2024**

**Convened: The Planning Commission** met at 7:12 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	Absent (Excused)
Commissioner	Berlin	Absent (Excused)
Commissioner	Bravo	Present
Commissioner	Corning	Present
Commissioner	Lassen	Absent (Excused)

**Staff Present:**

McKenzie Granum, City Attorney  
 Chris Killmer, Assistant City Attorney  
 Chris Kerr, Community Development Director  
 Dan Handel, Planner  
 Jesse Cuomo, Community Services Director

**Introduction: Chair Ellsworth** opened the public hearing at 7:12 p.m. and asked **Staff** to begin roll-call. **Commissioners Bartel, Berlin, & Lassen** had excused absences. **Chair Ellsworth** led everyone through the Pledge of Allegiance.

**Minutes:** The minutes were from **January 11, 2024**. **Chair Ellsworth** asked for any corrections, additions, or modifications; there were none. **Commissioner Corning** made a motion to approve of the **January 11, 2024** minutes. **Vice-Chair Hernandez-Mejia** seconded. The vote was unanimous and the **January 25, 2024** minutes were approved.

**Business from the Audience: None.**

**Communications from Staff: None.**

**Public Hearings:**

*DR 23-08, SA 23-05, & VAR 23-06*

**Chair Ellsworth** continued the public hearing of **DR 23-08, SA 23-05, & VAR 23-06: Grating Pacific Building C at 2775 N. Front St.** She noted that the Planning Commission closed the testimony portion of the hearing at the last meeting and the deliberation and decision were continued to this meeting. **Chair Ellsworth** asked if the **Planning Commission** had any *ex-parte* contacts, site visits, declarations, or potential conflicts of interests they would like to report and there were none. **Chair Ellsworth** asked if there were any challenges to the **Planning Commission** and there were none.

**Chair Ellsworth** then noted that the **Commission** received a staff memorandum in preparation for the continued hearing and asked **Planner Dan Handel** to explain. **Planner Handel** gave a quick summary of what happened at the last **Planning Commission** meeting two weeks ago and then explained the memorandum and how it was put together by **Staff**, based on the testimony of the applicant and the questions that the **Planning Commissioners** had asked. The memorandum proposes some modifications to conditions of approval, and he gave a quick refresher about those conditions.

**Community Development Director Chris Kerr** suggested **Planner Handel** display a motion onto the screen for the **Commission**. **Director Kerr** explained that this was a bit unusual, due to having **Staff** take what both applicant and **Commission** were saying and combine it into a motion. **Chair Ellsworth** asked if anyone had questions for **Staff**, which there were none. She moved onto deliberation and asked if anyone had any questions or comments. Everyone agreed that **Staff** did a very good job capturing everything that was said in that summary that **Planner Handel** provided.

**Chair Ellsworth** entertained a motion, which **Planner Handel** provided a motion on the screen for the **Commission**. **Commissioner Corning** moved for the Planning Commission to approve **DR 23-08, SA 23-05, & VAR 23-06: Grating Pacific Building C at 2775 N. Front St**, with the conditions recommended by **Staff** in the staff report, except with the modification outlined within the staff memo dated January 19, 2024. *Summary of the modifications: Strike Condition 8, grating approval of the exterior lighting variance; Strike Conditions 5a and 12; Modify Conditions 11 and 13 to require an improvement agreement; and For **Public Works** Conditions, modify #8 and strike #9, and that a final decision be prepared for the signature of the **Chair**.* **Commissioner Bravo** seconded the motion. The vote was unanimously in-favor therefore **DR 23-08, SA 23-05, & VAR 23-06: Grating Pacific Building C at 2775 N. Front St**. was approved.

LA 23-04

**Chair Ellsworth** opened the hearing for **LA 23-04: Parks & Recreation Master Plan, a Legislative Amendment** to consider an updated **Parks & Recreation Master Plan**, as well as associated amendments to the Comprehensive Plan, and issue a recommendation to **City Council**. **Chair Ellsworth** then asked if the **Planning Commission** had any actual or potential conflicts of interests they would like to report and there were none. **Chair Ellsworth** asked if there were any challenges to the **Planning Commission** and there were none. She asked for the staff report.

*(Chair Ellsworth later wanted to declare that she was part of the committee for the Community Center back before Covid-19 put a pause on the project and wanted to address it.)*

**Planner Handel** stated that this **Parks & Recreation Master Plan** was introduced last month and that a digital Parks & Recreation Master Plan was emailed to the **Commission** to review. **Consultant Steve Duh** presented the **2024 Parks & Recreation Master Plan**.

**Chair Ellsworth** asked where the funding comes from and **Director Cuomo** said that the funding comes from a wide ray of funding streams, like local government grants, state funding, fees-in-lieu, and among other streams of funding. **Director Cuomo** also thanked the **Community Development Dept.** for working with his department when it comes to getting parks developed or improved on. **Director Kerr** expressed that it's a common question the **City** gets about how a park is funded and he stated the parks are created by seeing where parks are needed in the community and what amenities the community needs. Depending on what the park needs, it determines cost, and the master plan helps make it happen. **Director Cuomo** mentioned that it's all about partnership and he brought up the example of the library's square playground and that was done by funding from a specific library fund to the Rotary Club's donation and how all those components come together to make these park projects happen. **Director Kerr** brought up the example of **Amazon** and how they funded the **Legion Park Remodel**. The **Planning Commission** discussed all the other park improvements and new parks in Woodburn thanks to big projects who helped fund these efforts. **Planner Handel** asked if there were any other questions from the **Planning Commission** and there were none.

**Testimony by Proponents and/or Opponents: None.**

**Chair Ellsworth** closed the hearing and began deliberating with the **Commission**. She asked if anyone had additional comments or questions to help clarify anything and there were none. **Chair Ellsworth** entertained a motion. **Commissioner Corning** moved for the **Planning Commission** to recommend that **City Council** approve the **LA 23-04: Parks & Recreation Master Plan** and associated amendments to the Woodburn Comprehensive Plan as presented in the staff report. **Vice-Chair Hernandez-Mejia** seconded.

The vote for the motion was unanimously in-favor therefore **LA 23-04: Parks & Recreation Master Plan** will be sent to **City Council** with a recommendation for approval.

**Business from the Commission: None.**

**Updates from Staff: Director Kerr** had a few announcements. The first being a reminder that the next **Planning Commission** meeting will be on **February 8<sup>th</sup>, 2024**. This is for a sign variance for AWARE Foodbank.

**Director Kerr** also stated he is hoping to have a work session for the **Planning Commission on February 8<sup>th</sup>**, focused on getting feedback from the **Planning Commission** about what **Staff** can change moving forward such as helping run meetings smoother, getting better information, improve the staff reports and presentations. He said that he'll inform them of opportunities for them to take training about land-use.

**Director Kerr** noted there is an opening for the **Arts and Murals Committee** and explained what the committee does for the community. **Director Kerr** stated that he can send information to anyone who is interested. **Chair Ellsworth** pointed out that **Commissioner Corning** had been on the committee for several years. **Commissioner Corning** explained that the meeting is on Wednesdays at 4pm once a month and most of the work is done there, in terms of making decisions and seeing the progress of the projects. **Commissioner Bravo** stated that he may know someone who might be interested in being part of the **Arts and Murals Committee**. **Director Kerr** stated that he will forward information to **Commissioner Bravo** to pass along to the individual interested.

Lastly, **Assistant City Attorney Killmer** wanted to inform the **Planning Commission** that **City Attorney Granum** will be attending **City Council** meetings only and that he will be the attorney attending the **Planning Commission** meetings.

**Adjournment: Chair Ellsworth** entertained a motion. **Commissioner Corning** motioned to adjourn the meeting and **Vice-Chair Hernandez-Mejia** seconded. **Chair Ellsworth** called for a vote, and it was unanimously in-favor. The meeting was adjourned around 7:59pm.

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

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