

Meeting Minutes
Millersburg Planning Commission Meeting
December 19, 2017

Call to Order: The Planning Commission meeting was called to order at 6:00 pm, by President Jimmie Kirkendall.

Members Present: Jimmie Kirkendall, Steve Vogler, Ed Perlenfein, John Sullivan, Ryan Penning, Dennis Gunner, Scott Stimpson and Connie Lepin

Member Absent: Anne Peltier

Staff Present: Kevin Kreitman, Sam Gollah and Jim Lepin (to record the minutes only)

Approval of Minutes: Scott Stimpson moved to approve the minutes of the October 17, 2017, Planning Commission meeting, with a second provided by Ryan Penning. Motion approved unanimously. (Note: Due to the Planning Commission not having the revised minutes before them until later in the meeting, the minutes were actually approved at the end of the meeting.)

Request for a Variance Allowing a Second Driveway at 4975 Woods Road

President Kirkendall opened a quasi-judicial public hearing for considering the request for a variance for allowing a second driveway by Steven and Shelly Wright, 4975 Woods Road NE. Note: (Their current address is 3832 Altamont Av, NE, Albany, Or, while their home on Woods Road is under construction.) All of the planning commission members indicated that they had driven and viewed the location in question, but they have not spoken to the applicants or others regarding this request for a variance. When asked, none of the commissioners stated that they had conflicts of interest.

During the review of the Staff Report, Sam Gollah stated that none of those owning property within 100 feet of the subject property responded to letters of notification of the proposed variance. See Planning's Finding and Decisions, dated November 22, 2017 for specific details of staff findings and recommendations which resulted in a recommendation for denial of this variance request.

During public comment in favor of the request, Shelly Wright spoke about the desire for the second driveway to provide the ability to pull their travel trailer onto their property and access a future shop at the rear of the property in a way that minimized traffic congestion on Woods Road while doing so. Also their house is located such that access to the rear of their property will be difficult via the existing driveway. Shelly indicated that they had received information from city staff previously that the second driveway shouldn't be a problem and that the second driveway would not increase traffic, since the number of vehicles from this residence will be the

same. The planning commission president stated that he had a copy of an e-mail from staff cautioning them that certain requirements would have to be met in order to receive approval for the second driveway.

There was no public comment in opposition of the requested variance. Therefore the public hearing was closed.

Commissioner Vogler stated that a new home and accessory building was just built on Conser Road with two driveways, setting a precedent. Commissioner Lepin said that when that land use action was approved, the second driveway was not part of the discussion. However, she recognized it is shown on the drawings provided. There was discussion about how the access concern could have been minimized by locating the house, currently under construction differently.

Commissioner Gunner made a motion to disapprove the request for the variance, which was seconded by Commissioner Lepin. The motion passed with a five-to-three vote, with Commissioners Volger, Penning and Stimpson in opposition. The applicants were told that they had 15 days after written notification of this action to appeal to the City Council, if they chose to do so.

Tentative Partition Plat for 4161 Woods Road

A request for a tentative partition plat for 4161 Woods Road was opened for review and action by the Commission President. The applicant is Kyle Latimer, P.O. Box 310, Lebanon, Oregon. See the Planning's Findings and Decisions dated November 13, 2017, for staff findings and recommendations. The request is allow partitioning the lot into three separate lots measuring 16,377, 13179 and 12,000 feet respectfully. Staff recommended approval of the request.

During the review of the Staff Report, Sam Gollah stated that only one of those owning property within 100 feet of the subject property responded to letters of notification of the proposed. Jefferson Fire responded by saying they didn't have a problem with the request.

During the review process Kyle Latimer confirmed that city water and sewer will be provided to all three lots. There was considerable discussion about the center and eastern lots being accessed by a shared driveway. It was agreed that the owner or future of center lot should have the option of providing access via its own driveway when it was developed in the future.

Commissioner Perlenfein made a motion to approve the request for the tentative partition plat providing that the owner of the center lot will have the ability to develop a separate driveway for access in the future. The motion was seconded by Commissioner Sullivan and was approved unanimously.

Discussion Regarding City Owned Property

Mayor Lepin provided an overview of the beginning of a process for determining the development plans for all City owned property. The properties south of Conser Road, on both sides of the rail road tracks have been identified on a map with identification of those sections the city council has agreed to market with the Mid-Willamette Valley Intermodal Project. The work will continue to identify properties to be dedicated to parks, school, fire station, electrical substation and other City infrastructure needs as well as some retail areas. An updated map is being constructed showing all City owned properties and other known information, including the pending interchange for I-5. Once we have the updated map, we will begin the process of meeting with the school district, the Parks Committee, Pacific Power, the Intermodal Project and others to work towards continued development of an overall plan for development of City properties. We will continue to share updates and progress with the Planning commission and city Council to receive feedback and additional input.

Land Use Planning Update

Interim City Manager Kevin Kreitman reviewed plans underway to hire a contract planner who will provide an audit of our Land Use Codes and our planning processes. This will include ensuring we are providing standardized processes for applicants to obtain information and forms needed to apply for a land use action, to process those requests and to provide accurate and timely documentation for each step in those processes and to appropriately conduct meetings and hearings during planning commission meetings. Also included will be land use training for staff, Planning Commission and the City Council. This support will be provided by a well-known individual who specializes in these services, once the final proposal is received and approved by the City Council.

The meeting was adjourned at 7:55pm.

Respectfully submitted by,

Jim Lepin, Mayor
12.21.2017