



Approved 3/20/18

**MILLERSBURG PLANNING COMMISSION**  
**Work Session**  
**January 16, 2017**  
**6:00 p.m.**

**MEMBERS PRESENT:** Dennis Gunner, Connie Lepin, Jim Kirkendall, Anne Peltier, Ryan Penning, Ed Perlenfein, and Steve Vogler

**MEMBERS ABSENT:** Scott Stimpson

**STAFF PRESENT:** Kevin Kreitman, City Manager; Jake Gabell, Deputy City Recorder

**OTHERS PRESENT:** John Morgan of Morgan CPS Groups, Contract City Planner

President Kirkendall opened at 6:00pm with roll call; all present except Scott Stimpson.

Introductions by Kevin Kreitman: Jake Gabell as the new Deputy Recorder and John Morgan. Planning Commission introduced themselves to John Morgan.

Opening statement by John Morgan

John Morgan gave his background. He grew up in Lebanon and graduated from Willamette University. He has worked with smaller communities throughout the state. His associate, Matt Straight, will also be working with city on land codes.

Mr. Morgan will try to find ways to help the City in planning and development. Systems, specifically in planning files, within City Hall are very weak and inefficient. One large goal will be to create a good system that is easy to use and is cost effective. Application forms also need to be updated. City planning code will also need to be updated and has not been updated in some time; there are some flaws in the code as well. Mr. Morgan plans on performing a code audit, but might be want to start fresh with a new code and this decision will be up to the commission.

Question and Answers, Commission members to John Morgan

Ed Perlenfein: How deep are your roots with Keizer Station?

John Morgan: I have worked quite a bit with the small town rural communities. Keizer is one of the worst designed shopping centers there is. History of Keizer Station was discussed.

Connie Lepin: How can we stabilize and standardize the process?

John Morgan: Mr. Morgan is willing to teach his "Planning in Oregon" class. This 7-8 hour class to both the City Council and the Planning Commission. The class is intended to help the Council and Commission become more successful.

*The Commission members all agreed that an orientation packet would be very well received, especially an electronic version.*

Connie Lepin: Should the Commission be deciding on variances? This appears to be a significant portion of the time spent by the Commission.

Mr. Morgan: The code is fairly regular for a city of this size. Appropriate variances should be appropriately measured against the code. The code should meet the values of the community and citizens. Flexibility should be given in the code if that meets the values of the community.

Dennis Gunner: A lot of our codes are good; they just need to be enforced. The major issue is staff—we need to have the staff to solve the problems. A lot of the problems should be caught at the staff level.

Mr. Morgan: The staff should be able to find and solve many of the issues.

Kevin Kreitman: There are no policies and procedures in place, and have not been for quite some time. The first priority is to create policies and procedures; electronic documents will be available and is a high priority as well.

Jimmie Kirkendall: The Commission should start with a clean slate.

Mr. Morgan: A code review will take a work session and the Commission can work together with Mr. Morgan on updating the code. There is a Millersburg Comprehensive plan, dated in 1982, which sets the direction, and is official public policy.

Mr. Kirkendall: Mr. Morgan is very much needed, and the Commission members would like him to tell them what is good and what isn't, what needs to be thrown out, and what we should keep.

Kevin Kreitman: There are updates to the comprehensive plan that are available on the city's website.

Mr. Morgan: Cities were mandated in the past to update their comprehensive plan, now only cities over with a population over 10,000 have to update their plan on a regular basis.

Jim Lepin (from the audience): The City will have a plan by March to update and outline the comprehensive plan.

Mr. Morgan: Economic opportunity analysis will provide the City with information on how it can be developed and what can be achieved. If this is self-funded then the comprehensive plan might take a while to update.

*Discussion followed about staff reports, aerial maps, effective packets, and what the commission would like to see.*

Steve Vogler: This is not an easy process.

Mr. Morgan: The commission is in a quasi-judicial role, everything the commission does needs to be defensible in court.

Mr. Lepin (from the audience): The comprehensive plan supported a developer that came in to City Hall a number of years ago that wanted to develop 5,000 to 7,000 square foot lots. The comprehensive plan needs to be updated and a plan needs to be developed on how to update the comprehensive plan.

Mr. Morgan: Standards need to be developed and criteria to reflect what the people want.

Mr. Kirkendall: The Commission would like Mr. Morgan to bring them ideas.

Mrs. Lepin: Members of the Commission had three different code books that had discrepancies within the each book.

Mr. Gunner: Connie's and Dennis' book are the same, but different than the other Commission members' books.

Mr. Kreitman and Mr. Lepin had a conversation about the Land and Development Code book and decided that it might be easier to start from scratch. Changes to the code book were not approved by the council and should not be in the book.

Mr. Morgan: Which item is the most important to address first, the code book or the comprehensive plan?

Mr. Gunner: The code books have been different in the past and should be the same.

Mr. Morgan: If a staff report is effective and comprehensive enough then the members of the Commission should not need to open their code books.

*Discussion commenced on the code books and staff reports. Longer planning session, with training, would be needed in the near future.*

Mr. Kreitman: Two four hour evening sessions or a Saturday, which would work better for the Commission members? An email poll will be sent to the Commission members and the committee members to decide what to plan on doing.

Mr. Morgan: A full plan and code audit will be reviewed and a report given to the Commission. The report will give the Commission somewhere to start and see what needs to be fixed. In Sweet Home this process took a year, but was effective.

Mr. Kreitman: The sooner the City can get the plan updated the better.

Mr. Morgan: Update the comprehensive plan first then update the code to enforce that plan.

*Discussion commenced on how to update the code, plan, and timing.*

Mr. Gunner: Perhaps the Commission should just start with the same copy of the code book.

Mrs. Lepin: Why not toss out the current code book and have Mr. Morgan develop a new one to start with?

Mr. Morgan: Will discuss with the City lawyer to see what has been adopted and what the current legal code is—this is the best place to start. Mr. Morgan does not recommend changing the current zoning map. Recommendation will be given on the policies and procedures by the next meeting.

*Updates to the code books should be dated and was requested by several Commission members. An index of changes should be created to show when changes are made and adopted.*

Mr. Morgan believes this appears pretty aggressive and will take the rest of the year to accomplish. He also believes this is an ideal area for economic growth.

Ryan Penning: A lot of people move to Millersburg because of the area. He does not want to see Millersburg get run over with development.

Mr. Kreitman: John came highly recommended by the City land use attorney, Wally Lien. Many land use planners have stated "you have many problems that I don't want to handle or deal with".

Meeting adjourned at 7:25pm with the next meeting scheduled for February 20, 2018.

Respectfully submitted:

Reviewed by:

Jake Gabell  
Deputy City Recorder

Kimberly Wollenburg  
City Recorder