



Approved by Planning
Commission on 9/17/2019

**CITY OF MILLERSBURG
PLANNING COMMISSION WORK SESSION**

4222 NE Old Salem Road
Tuesday, August 20th, 2019
6:00 p.m.

Minutes

- A. CALL TO ORDER: Commission President Jimmie Kirkendall called the meeting to order at 6:00 pm.
- B. ROLL CALL:
Members Present: Jimmy Kirkendall, Steve Vogler, Dennis Gunner, Connie Lepin, Ryan Penning, and John Sullivan
Members Absent: Ed Perlenfein, Scott Stimpson, Anne Peltier
Staff Present: Jake Gabell, Deputy City Recorder; Forrest Reid, City Attorney; John Morgan, Planning Manager; Janelle Booth, Assistant City Manager/City Engineer; and Kevin Kreitman, City Manager
- C. MEETING MINUTE APPROVAL
- 1) May 21st meeting minutes
Action: Motion to accept the minutes as presented made by Commissioner Lepin; seconded by Commissioner Vogler.
Commissioner Kirkendall: Aye
Commissioner Gunner: Aye
Commissioner Vogler: Aye
Commissioner Lepin: Aye
Commissioner Sullivan: Aye
Commissioner Penning: Aye
 - 2) May 28th, 2019 work session minutes
Action: Motion to accept the minutes as presented made by Commissioner Lepin; seconded by Commissioner Vogler.
Commissioner Kirkendall: Aye
Commissioner Gunner: Aye
Commissioner Vogler: Aye
Commissioner Lepin: Aye
Commissioner Sullivan: Aye
Commissioner Penning: Aye
- D. Old Business
- 1) No discussion
- E. New Business - Presentation by John Morgan
- 1) Review of Article 3.102.04 Access Spacing
 - i. The changes to the access spacing section were discussed. Note 3 will be rewritten to clarify circular driveways.

- ii. 3.103.08 (C) Driveways - was discussed. As written the draft code does not allow parking for ATV's or boat parking in a driveway.
 - 1. The definition of a recreation vehicle will be updated in Article 1 to include street legal trailers, boats, snowmobiles, and ATVs.
- iii. 3.103.08 (F) Driveway Required – was discussed. This section was updated to clarify that it applies to multi-family, commercial, public, and industrial uses.

Action: Motion to adopt 3.102.04 through 3.103.08, with changes made during the meeting, made by Commissioner Sullivan; seconded by Commissioner Gunner.

Amendment: Motion to adopt 3.102.04 and 3.103.08, with changes made during the meeting, made by Commissioner Sullivan; seconded by Commissioner Gunner.

Commissioner Kirkendall: Aye
Commissioner Gunner: Aye
Commissioner Vogler: Aye
Commissioner Lepin: Aye
Commissioner Sullivan: Aye
Commissioner Penning: Aye

- 2) Review of Article 3.206 Residential Accessory Structures
 - i. 3.206.01 (A) Dimensions and Design Requirements was rewritten to clarify the verbiage.
- 3) Review of Article 1 General Provisions
 - i. 1.012.02 Definitions
 - 1. A definition for an Accessory Dwelling Unit will be added.
 - 2. The definition for accessory structure will be updated to remove the 'detached' provision.
 - 3. The definition for Parking Area, Public will be updated to clarify the definition of a 'truck'.
 - 4. The definition of an impervious surface will be updated.
 - 5. The Home Occupation definition was discussed. A typo was recognized and corrected.
 - 6. The Sign definition was discussed, and 'flag' was removed as a portion of this definition.
 - 7. Start of Construction (flood) definition was discussed and will remain the same.
 - 8. The definitions of Manufactured Home Parks were discussed and will be clarified.
 - 9. Definitions of Partitions and Planned Unit Development were discussed and will remain the same.
 - 10. Definition of Senior Housing will be updated to include assisted living.

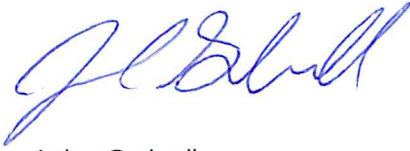
F. Additional topics of concerns by the Planning Commission

- 1) Concerns were brought up on the type of notices that were sent to citizens. It was discussed to send specific notices to those property owners whose zones are changing.
- 2) The zone map changes were discussed, and it was decided to revisit the changes to the proposed new zone map.

- 3) Discussion on the open house. The Commission requested the City Planner Matt Straite give a summary of the input provided by citizens.

G. Meeting adjourned by Commission President Kirkendall at 7:58 pm.

Respectfully submitted:



Jake Gabell
Deputy City Recorder

Reviewed by:



Janelle Booth
Assistant City Manager/City Engineer

3.102.04 Access Spacing

Functional Classification	Posted Speed	Minimum Spacing between Driveways ^{1,2}	Minimum Spacing between Intersections ^{1,2}
State Managed Arterial	35-45 mph	ODOT Standard	ODOT Standard
Arterial	35-45 mph	300 feet ³	600 feet
Collector	25-30 mph	50 feet ³	300 feet
Local Residential	25 mph	Access to each lot permitted	125 feet
Local Industrial	25 mph	Access to each lot permitted	300 feet

Notes:

1. Desirable design spacing; existing spacing will vary. Each parcel is permitted one driveway regardless of the minimum driveway spacing standard although shared access is encouraged.
2. Spacing standards are measured centerline to centerline.
3. Circular driveways can be considered when warranted to satisfy safety concerns. In this case the driveway width shall not exceed 15 feet.

3.103.08 Parking and Loading Area Development Requirements

All parking and loading areas shall be developed and maintained as follows:

- (A) Surfacing. All driveways, parking and loading areas, except as noted in (3) below, shall have a durable hard surface of asphaltic cement or concrete. Surface improvements shall conform to the following:
 - (1) Paving Improvements. Paving shall comply with adopted Engineering Standards of the City of Millersburg.
 - (2) Timing. Unless modified by a variance or a site development review, or, bonded per City requirements, all driveways and off-street parking and loading areas shall be improved prior to occupancy of the primary structure.
 - (3) Industrial Development – Truck parking and maneuvering areas, other than that associated with office space, may have a gravel surface if approved as part of the site design review process for the development
- (B) Parking Spaces. Parking spaces shall be a minimum 9-foot wide and 20-foot in length. Up to 20% of the parking area may contain “compact spaces” with dimensions of 8.5-foot in width and 18-foot in length.

(C) Driveways. The following standards shall apply to all driveways:

(1) Single Family Residence and Duplex

- (a) For the frontage of a lot of at least 10,000 square feet and abutting a residential street: Two 20' parking spaces must be available on the street frontage. Driveways must be set back at least five feet from the side property line. Driveways must be set back 20' from the tangent of the property lines as they intersect adjacent to a corner lot. Driveways shall be at least 10 feet in width. All other frontage may be used for driveways.
- (b) For the frontage of a lot less than 10,000 square feet or abutting a collector or arterial street: One 26-foot driveway or a circular driveway with the lane 12 -15 feet wide.
- (c) Driveways shall be limited to off-street parking and the parking and storage of recreational vehicles.
- (d) The driveway grade shall not exceed 15%.

(2) Multi-Family, Commercial, Industrial and Public Uses

- (a) Without adjacent parking:
 - (i) One-way: 12 feet
 - (ii) Two-way: 26 feet
- (b) With adjacent parking:

<u>Parking Angle</u>	<u>Driveway Width</u>
0 to 40	12 feet*
41 to 45	13 feet*
46 to 55	15 feet*
56 to 70	18 feet*
71 to 90	24 feet

*One-way only driveways

(D) Screening. When any public parking or loading area is within or adjacent to a residential zone, such parking or loading area shall be screened from all residential properties with an ornamental fence, wall or hedge of at least 4 feet in height. The screening shall otherwise comply with applicable height limitations and clear vision requirements.

(E) Lighting. Any light used to illuminate a parking or loading area shall be arranged to be directed entirely onto the loading or parking area, shall be

deflected away from any residential use and shall not cast a glare or reflection onto moving vehicles on public rights-of-way.

- (F) Driveway Required for multi-family, commercial, public, and industrial uses. Groups of more than four parking spaces shall be so located and served by a driveway so their use will require no backing movements or maneuvering within a street right-of-way.
- (G) Traffic Safety. Service drives to off-street parking areas shall be designed and constructed to facilitate the flow of traffic, provide maximum safety of traffic access and egress and the maximum safety of pedestrians and vehicular traffic on the site.
- (H) Curbing. Parking spaces along the outer boundaries of a parking area shall be contained by a curb or a bumper rail at least 4" high, located a minimum of 3 feet from the property line, to prevent a motor vehicle from extending over an adjacent property or a street.