



Approved 2/19/19

**CITY OF MILLERSBURG  
PLANNING COMMISSION WORK SESSION**

4222 NE Old Salem Road  
Monday, January 7, 2019  
6:00 p.m.

**Minutes**

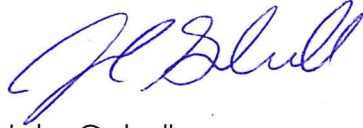
- A. CALL TO ORDER: Commission President Jimmie Kirkendall called the meeting to order at 6:04 pm.
- B. PLEDGE OF ALLEGIANCE
- C. ROLL CALL:  
Members Present: Jimmy Kirkendall, Anne Peltier, Ryan Penning, Steve Vogler, Connie Lepin, Dennis Gunner, Ed Perlenfein, and John Sullivan  
  
Members Absent: Scott Stimpson  
  
Staff Present: Kevin Kreitman, City Manager; Janelle Booth, Assistant City Manager; Forrest Reid, City Attorney; Jake Gabell, Deputy City Recorder; John Morgan, and City Planning Manager
- D. Presentation and discussion with John Morgan, the Planning Commission, and staff. The proposed code, chapters 3 and 4 were presented for discussion.
- 1) Sign code was discussed.
    - i. Highway signage discussion continued from previous work session.
    - ii. The City of Albany freeway signage was discussed, and it was decided to use the same freeway sign language in the new City of Millersburg code.
    - iii. Temporary signs were discussed and it was decided that temporary signs will be permitted in the code with some provisions. No permit for temporary signs will be required. It was also decided that temporary signs should be added to the next review of the code and discussed again at that time.
    - iv. Moving sign code was discussed. A conditional use permit will be required for any moving sign.
  - 2) The fence code and tree code were discussed, and a handout that included a diagram was handed out.

- i. It was decided to include a front yard side fence provision of maximum four feet height within the front property setback, as long as vision clearance requirements are met.
  - ii. It was decided to include a provision for trees to be trimmed to at least eight feet high over a sidewalk and fourteen feet high over a street.
- 3) Commissioner Lepin had some additional questions from Chapter 2 regarding minimum lot widths and maximum driveway width.
  - i. John insured her that the notes were taken during the prior meetings and the changes will be annotated in the next draft.
- 4) Recess began at 7:01 p.m. and ended at 7:14 p.m.
- 5) The fence code discussion continued.
  - i. A provision for a fence, wall, and hedge was discussed. There was discussion about the hedge, and if a hedge is considered a fence.
  - ii. A provision for athletic facilities will also be added, to include fences around tennis courts and backstops.
  - iii. It was decided not to require a fence permit. Fences that require building permits are already covered under the building code.
  - iv. A provision was added to the site obscuring fence code to include a requirement to maintain the fence.
- 6) Discussion on land division code.
  - i. In the street frontage code, it was decided to add a provision for cul-de-sacs and flag lots, and decrease the street frontage requirement from 40 feet to 25 feet.
  - ii. Street improvement requirements were discussed. It was decided to allow for non-remonstrance agreements in lieu of street improvements for partitions when applicable.
  - iii. There was discussion on access easements and it was decided to leave the new code as it was drafted.
  - iv. Street tree and yard tree requirements were discussed. It was decided to require street trees in new construction.
- 7) Accessory buildings were discussed and it was decided that the maximum size will be 10% of the lot size or 1200 square feet, whichever is larger.
- 8) Attached dwellings, townhouses and duplexes, were discussed, and it was decided to include them in the code, where allowed by zoning.
- 9) Food services, or food carts, were discussed. It was decided to allow them in the new code and remove the provision that limited them to 180 days.
- 10) The provision for a Bed and Breakfast was discussed, and the location standard was removed.
- 11) Non-conforming structures were discussed. A provision for rebuilding structures that are destroyed from natural disasters was discussed.
- 12) The remainder of chapter 3 was covered with little discussion.

13) The discussion concluded at the end of chapter 3.

E. ADJOURNMENT: meeting adjourned at 9:16 p.m.

Respectfully submitted:



Jake Gabell  
Deputy City Recorder

Reviewed by:



Janelle Booth  
Assistant City Manager / City Engineer

Upcoming Meetings:

January 14, 2019 @ 6:00 p.m. – Planning Commission Workshop

January 15, 2019 @ 6:00 p.m. – Planning Commission Meeting

February 13, 2019 @ 6:00 p.m. – Planning Commission Workshop

*These notes are not final until approved by the Planning Commission.*