



Approved by Planning Commission 4-16-2019

**CITY OF MILLERSBURG  
PLANNING COMMISSION MEETING**

4222 NE Old Salem Road  
Tuesday, February 19, 2019  
6:00 p.m.

**Minutes**

- A. CALL TO ORDER: Commission President Jimmie Kirkendall called the meeting to order at 6:15 pm.
- B. PLEDGE OF ALLEGIANCE
- C. ROLL CALL:  
Members Present: Jimmy Kirkendall, Ryan Penning, Steve Vogler, Dennis Gunner  
John Sullivan, Connie Lepin, Scott Stimpson arrived at 6:23 p.m.  
Members Absent: Anne Peltier and Ed Perlenfein  
Staff Present: Jake Gabell, Deputy City Recorder; Matt Straite, City Planner; and  
Forrest Reid, City Attorney
- D. MEETING MINUTE APPROVAL  
1) Planning Commission Meeting and Work Sessions held on:  
i. January 7, 2019 Planning Commission Work Session  
ii. January 14, 2019 Planning Commission Work Session  
iii. January 15, 2019 Planning Commission Meeting

**Action: Motion to Accept Minutes as presented made by Commissioner Sullivan; seconded by Commissioner Gunner.**

Corrections provided by Commissioner Lepin and noted in the record.

**Commissioner Kirkendall: Aye**  
**Commissioner Penning: Aye**  
**Commissioner Gunner: Aye**  
**Commissioner Vogler: Aye**  
**Commissioner Stimpson: Not present**  
**Commissioner Lepin: Aye**  
**Commissioner Sullivan: Aye**

- E. File No: SP 18-02 Mid-Willamette Valley Intermodal Transfer Center: The applicants have requested a continuance to a date certain, April 16<sup>th</sup>, 2019. President Kirkendall requested a motion for continuance for SP 18-02 at 6:22 p.m.

**Action: Motion to Continue PA 19-03 to a Date Certain, April 16<sup>th</sup>, 2019, made by Commissioner Vogler; seconded by Commissioner Gunner.**

**Commissioner Kirkendall: Aye**  
**Commissioner Penning: Aye**  
**Commissioner Gunner: Aye**  
**Commissioner Vogler: Aye**

**Commissioner Stimpson: Not present**  
**Commissioner Lepin: Aye**  
**Commissioner Sullivan: Aye**

F. QUASI-JUDICIAL PUBLIC HEARING

- 1) Public hearing on Land Use File PA 19-01 opened by President Kirkendall at 6:27 p.m. Deputy City Recorder, Jake Gabell, read disclosures. President Kirkendall finished opening the hearing.
  - i. Commissioners Gunner, Sullivan, Kirkendall, and Vogler all declared site contact; they drove by the property.

*File No: PA 19-01 Smith Land Partition: The applicant is requesting approval to partition 0.9 acres (42,732 square feet) into 3 residential lots of 13,296 square feet, 11,396 square feet, and 17,753 square feet.*

- i. Staff report was presented by Matt Straite, City Planner.
- ii. Discussion between the Planning Commission, staff, and audience members.
  1. The applicant, Steve Smith, explained his ideas for the project and what he plans on building. He stated that he has no objections to the proposed conditions of approval.
  2. City Engineer, Janelle Booth, answered questions the Planning Commission had about the current well on the property and what will be required of the applicant. She stated that the well can remain in place as long there is backflow prevention and it meets other conditions.
  3. Commissioner Vogler had questions about cutting Alexander Lane to add utilities. Janelle Booth clarified the patching standards the City has adopted.
- iii. Public hearing closed at 6:40 pm by President Kirkendall.
- iv. Deliberation by the Planning Commission.
  1. Commissioner Stimpson led a discussion involving the driveway requirements.
  2. Commissioner Vogler asked about the conditions of approval provided by Albany Fire Department. Matt Straite clarified that the applicant will satisfy all of the Fire Department conditions prior to final approval of the plat.

**Action: Motion to Approve PA 19-01 made by Commissioner Gunner with the Attached Conditions; seconded by Commissioner Vogler.**

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

- 2) Public hearing on Land Use File PA 19-03 opened by President Kirkendall at 6:46 p.m. Deputy City Recorder, Jake Gabell, read disclosures. President Kirkendall finished opening the hearing.
- i. Commissioners Stimpson and Sullivan have known the applicant for several years, and Commissioner Vogler is a member of the same group as the applicant's engineer. All Commissioners present reported site contact and have driven by the site.

File No: PA 19-03 Wills Land Partition: *The applicant is requesting approval to partition 4.93 acres into 3 residential parcels - parcel 1 is proposed to be 178,627 square feet (4.1 acres), parcel 2 is proposed at 19,432 square feet (0.44 acres), and parcel 3 is proposed at 16,503 square feet (0.37 acres).*

- i. Staff report was presented by Matt Straite, City Planner.
  - 1. An additional memo was given to the Planning Commission and added to the public record.
- ii. Discussion between the Planning Commission, staff, and audience members.
  - 1. Commissioner Lepin had a question about the condition of approval that requires lots 1 and 3 to connect to sanitary sewer. Mr. Straite clarified the condition of approval.
  - 2. Commissioner Gunner had questions about the current well and septic. The applicants stated that they do plan to maintain the well for irrigation and will abandon the septic.
  - 3. Commissioner Gunner and President Kirkendall had questions about the condition of approval that involves the potential road dedication.
  - 4. Commissioner Stimpson asked about the buildable area of lot 1; the applicant's engineer stated that he did not know the exact area, but that it is over 20,000 square feet.
  - 5. Kyle Latimer, the applicant's engineer, and the applicant, Steve Wills, stated that they do not have any objections to any of the proposed conditions of approval.
  - 6. Commissioner Lepin asked about the number of driveways that are proposed off Millersburg Drive. Mr. Straite stated that staff considered requiring the current home to connect to the new driveway but it was decided not to be proposed.
  - 7. Don Miller, 2720 Millersburg Drive, stated that he is the neighbor to the applicant and has no objections to the proposed land use action.
- iii. Public hearing closed at 7:07 pm by President Kirkendall.
- iv. No additional deliberation between the Planning Commission members.

Action: **Motion to Approve PA 19-03 made by Commissioner Stimpson with the Proposed Conditions of Approval and the Additional Conditions of Approval in the memo added this day; seconded by Commissioner Vogler.**

Commissioner Kirkendall: Aye  
Commissioner Penning: Aye  
Commissioner Gunner: Aye

**Commissioner Vogler: Aye**  
**Commissioner Stimpson: Aye**  
**Commissioner Lepin: Aye**  
**Commissioner Sullivan: Aye**

F. City Planner Update

City Planner Straite spoke to the Planning Commission about the following:

- A joint meeting with the Millersburg City Council on March 11, 2019.
- The submission of an application for the Evening Star manufactured home park.
- The next code revision workshop.

G. Workshop and hearing dates:

Planning Commission Workshop will be on Monday, March 18<sup>th</sup>, 2019 at 6:00 p.m.

Planning Commission hearing on Tuesday, March 19<sup>th</sup>, 2019 is now canceled.

Planning Commission Workshop on one of the following dates: 3/25, 3/26, or 3/28

H. ADJOURNMENT: meeting adjourned at 7:15 p.m.

Respectfully submitted:



Jake Gabell  
Deputy City Recorder

Reviewed by:



Matt Straite  
City Planner

Upcoming Meetings:

February 25, 2019 @ 6:00 p.m. – Planning Commission Workshop

March 11, 2019 @ 6:00 p.m. – Joint Planning Commission and City Council meeting

March 18, 2019 @ 6:00 p.m. – Planning Commission Work Session

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