



Approved by Planning Commission on 5-21-2019

**CITY OF MILLERSBURG  
PLANNING COMMISSION WORK SESSION**

4222 NE Old Salem Road  
Monday, April 29, 2019  
4:00 p.m.

**Minutes**

- A. CALL TO ORDER: Commission President Jimmie Kirkendall called the meeting to order at 4:01pm.
- B. ROLL CALL:  
Members Present: Jimmy Kirkendall, Steve Vogler, Dennis Gunner, John Sullivan, Connie Lepin, Anne Peltier, and Scott Stimpson  
Members Absent: Ryan Penning and Ed Perlenfein  
Staff Present: Jake Gabell, Deputy City Recorder; Matt Straite, City Planner; Forrest Reid, City Attorney; John Morgan, Planning Manager; Kimberly Wollenburg, City Recorder; Kevin Kreitman, City Manager; and Janelle Booth, Assistant City Manager/City Engineer.
- C. Presentation by John Morgan. The Planning Commission reviewed the new Land Use Development Code draft with Mr. Morgan, articles 1-4.
- 1) Article 1
    - i. The definitions for a Planned Unit Development (PUD) and Subdivision will be clarified.
  - 2) Article 2
    - i. The Urban Transition Zone was proposed:
      1. Several updates were suggested to clarify the zone, specifically in the section 2.104.08 "Public Services and Rezoning".
      2. 2.103.02, "Senior Housing" will be removed in the permitted uses for this zone and moved to the residential mixed density zone.
      3. The garage setback in this zone will be changed to 25 feet.
    - ii. The Residential Mixed Density Zone was reviewed:
      1. Clarification was given on 2.104.06, and it was decided to change the max height to 35 feet.
      2. The garage setback in this zone will be changed to 25 feet.
    - iii. The Mixed Use Zone was reviewed:
      1. City Planner Straite explained what this zone could do for the City if modified.
      2. A PUD will be added to this zone, and remove detached single family zone from permitted uses.
      3. This zone will be discussed in more detail during future work sessions.
    - iv. The General Commercial Zone was reviewed:
      1. 2.107.06 F 2 will be changed to allow outdoor storage.
      2. RV parks will be added to special uses.
    - v. The General Industrial Zone was reviewed.
    - vi. Recess 5:27 pm and ended at 6:00 pm.
    - vii. The Public Facility Zone was reviewed:

1. Parks will be added to permitted uses.
  - viii. The Flood Plain Overlay, Historical Property Overlay, Wetland and Riparian Area Overlay, Willamette Greenway Overlay, and Airport Approach Area Overlay were briefly reviewed with no changes proposed.
  - ix. The Limited Use Overlay Zone was reviewed and the use was explained to the Planning Commission.
- 3) Article 3
- i. Design standards for Old Salem Road frontage will be added to Article 3.
  - ii. Partition standards will be updated to comply with current City standards.
  - iii. Street Standards:
    1. General provisions will be updated to include Transportation System Plan and current Public Works Standards.
    2. Access spacing – arterial driveway spacing was discussed at length. A note will be added to address circular driveway provisions.
    3. Sidewalks, multifamily will be added to (F).
    4. Private streets construction standards will be modified to meet public street standards.
    5. Private access easement—the minimum easement width will be changed to 25 feet.
    6. Traffic impact study requirements were discussed.
  - iv. Parking and loading area development requirements:
    1. Various sections were reviewed and the Commission asked clarifying questions.
    2. Paving requirements were discussed, and the standards will be adjusted.
  - v. Signs
    1. Section 3.106.06 (I) was discussed and will be changed to 3 days after an election.
    2. Criteria will be added throughout the sign code.
    3. A provision for larger signs near I-5 will be added to the conditional use permits.
  - vi. Review of the code concluded on 3.107.01. The next work session will start in the fencing code.
- D. The Planning Commission will meet again for an additional work session on May 13<sup>th</sup>, 2019 at 5:00pm.
- E. Meeting adjourned by Commission President Kirkendall at 8:10 pm.

Respectfully submitted:



Jake Gabell  
Deputy City Recorder

Reviewed by:



Matt Straite  
City Planner