



Approved 12/18/2018

**CITY OF MILLERSBURG
PLANNING COMMISSION MEETING**

4222 NE Old Salem Road
Wednesday, November 28, 2018
6:00 p.m.

Minutes

A. CALL TO ORDER: Commission President Jimmie Kirkendall called the meeting to order at 6:00 pm.

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL:

Members Present: Jimmy Kirkendall, Anne Peltier, John Sullivan, Ryan Penning, Steve Vogler, Connie Lepin, Scott Stimpson, and Dennis Gunner

Members Absent: Ed Perlenfein

Staff Present: Jake Gabell, Deputy City Recorder; Janelle Booth, City Engineer/Assistant City Manager; and Matt Straite, City Planner

D. MEETING MINUTE APPROVAL

- 1) Planning Commission Meeting & Public Hearing held on October 16, 2018 and Planning Commission Work Session held on November 1, 2018.

Action: **Motion to accept minutes as presented made by Commissioner Peltier; seconded by Commissioner Gunner.**

Commissioner Kirkendall: Aye

Commissioner Lepin: Aye

Commissioner Peltier: Aye

Commissioner Penning: Aye

Commissioner Gunner: Aye

Commissioner Sullivan: Aye

Commissioner Vogler: Aye

Commissioner Stimpson: No vote, arrived late

E. PUBLIC LAND USE REVIEW

- 1) Public hearing on Land Use File PA 18-05 opened by President Kirkendall at 6:03 p.m. Deputy City Recorder, Jake Gabell, read disclosures. President Kirkendall finished opening the hearing; Commissioner Gunner noted that he drove by the property. No conflicts of interest noted by Commissioners.

File No: PA 18-05 Hagner Land Partition: The applicant is requesting approval to partition 0.84 acres (36,590.4 square feet) into 2 residential lots, 0.55 acres (23,958 square feet) and 0.29 acres (12,632.4 square feet).

- i. Staff report was presented by Matt Straite, City Planner.
- ii. Deliberation by the planning commission. The planning commission clarified what city utilities are available at the property.

- iii. Questions for the applicant. Mrs. Hagner, who lives on the property, and her son Joel Hagner of 1525 Tutor Way SW, Albany OR 9732, made a statement about the reasoning behind the application. No questions for the applicant or her son.
- iv. Public hearing closed at 6:16 pm by President Kirkendall.
- v. Deliberation by the planning commission.
 - 1. Commissioner Lepin had a question for the City Engineer, Janelle Booth, about the condition of approval regarding the right of way. Janelle Booth gave further explanation why the city is requesting the additional 10 feet of right of way.
 - 2. Page 8 of the staff report had a statement about Sedona road improvements. A correction will be made to change the staff report to read Bain road.

Action: **Motion to Approve PA 18-05 made by Commissioner Sullivan; seconded by Commissioner Stimpson.**

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

- 2) Public hearing on Land Use File CUP 18-02 and SP 18-05 opened by President Kirkendall at 6:22 p.m. Deputy City Recorder, Jake Gabell, read disclosures. President Kirkendall finished opening the hearing. Commissioners Lepin, Vogler, and Penning noted site visits. Commissioner Penning noted that he personally knows the applicant. No objections were made

File No: CUP 18-02 and SP 18-05 Headrick Food Truck Court: The applicant is proposing a Conditional Use Permit (CUP 18-02) and Site Plan Review (SP 18-05) for a food truck court for up to six mobile food vendors. The site features portable restrooms, a shipping container turned into an eating area, 24 shared parking spaces, circulation, landscaping, and several onsite and off-site signs.

- vi. Staff report was presented by Matt Straite, City Planner.
- vii. No questions for staff.
- viii. Discussion with the applicants, Lorri and Don Headrick of 6404 NE Old Salem Road, Albany Oregon 97321.
 - 1. The applicants had a clarifying question about the height limits for signs. She also had questions about the storm water runoff analysis; clarification was given by City Engineer, Janelle Booth.
 - 2. Additional questions about signage. Matt Straite gave clarification on the interpretation of the sign code.
 - 3. The applicants gave a background on why they are requesting the 16 signs in the application.
 - 4. More deliberation about the number, location, and size of the signs.
 - 5. Noreen Collins, 820 Columbus St. Albany OR, owns one of the food trucks on the site. She gave input on the signage proposed in the application.

6. Commissioner Peltier had a clarification about the rotation of the food vendors. The applicant stated that the vendors generally intend to stay for a significant period of time and not to rotate out.
 7. The applicants requested that the landscaping requirements be adjusted. She requested that the planters provision be adjusted.
 8. The applicants had questions about the paving requirements; City Engineer, Janelle Booth, clarified where paving would be required, per the County road department.
 9. Additional questions about street trees, with deliberation between the Planning Commission, applicants, and Matt Straite.
 10. Additional comments about signs between the planning commission and the applicant. Commissioner Stimpson proposed the large 200 square foot signs be reduced to be within 100 square feet, the multi-tenant sign to be allowed to have 7 total signs with a height limit of 20 feet, and the flags on the property are also permitted.
- ix. Public hearing closed at 7:45 pm by President Kirkendall.
- x. No further deliberation by the planning commission.

Action: **Motion to Approve CUP 18-02 and SP 18-05 made by Commissioner Peltier; seconded by Commissioner Sullivan.**

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

- F. City Planner Update
 Clarification on who will be available for a December Planning Commission meeting.
- G. ADJOURNMENT: meeting adjourned at 7:48 p.m.

Respectfully submitted:

Jake Gabell
 Deputy City Recorder

Reviewed by:

Matt Straite
 City Planner

Upcoming Meetings:

December 6, 2018 @ 6:00 p.m. – Planning Commission Workshop
 December 18, 2018 @ 6:00 p.m. – Planning Commission Meeting

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