



This meeting is being recorded for public review on the City of Millersburg website.

Rules of Conduct for Public Meetings

No person shall be disorderly, abusive, or disruptive of the orderly conduct of the meeting. Microphones will be muted and webcams will be turned off for remote participants unless called upon to speak or during public comment period.

Persons shall not comment or testify without first receiving recognition from the presiding officer and stating their full name and city of residence.

During public hearings no person shall present irrelevant, immaterial, or repetitious testimony or evidence.

There shall be no audience demonstrations such as applause, cheering, display of signs, or other conduct disruptive of the meeting. If online participant(s) disrupt the meeting, the participant(s) microphone and webcam will be turned off. If disruption continues, the participant(s) will be removed from the meeting.

PLANNING COMMISSION MEETING

In-Person Meeting with Remote Access Available

Millersburg City Hall
4222 NE Old Salem Road
Albany OR 97321
July 20, 2021 @ 6:00 p.m.

Agenda

Remote access for the meeting is available. Instructions for joining the meeting can be found at <https://www.cityofmillersburg.org/bc-pc/page/planning-commission-meeting-76>. If you do not have access to a phone or computer, or need additional support, please contact City Hall prior to 5:00 p.m. on Monday, July 19.

Meeting link to join via computer:

<https://aspenuc.accessionmeeting.com/j/1155579299>

Phone number to join meeting: 503-212-9900

Meeting ID: 115 557 9299

- A. CALL TO ORDER
- B. PLEDGE OF ALLEGIANCE
- C. ROLL CALL
- D. MEETING MINUTE APPROVAL
 - 1) Planning Commission Meeting held on:
 - i. June 22, 2021 Planning Commission Meeting
- E. QUASI-JUDICIAL PUBLIC HEARING
 - 1) Continuation of File No: SP 21-03 Industrial Project

The applicant is proposing to construct five industrial buildings for light industrial use. They are for lease, and no tenants are identified at this time. The application also proposes to entitle four existing structures on the property for single family use, office uses, storage uses, and manufacturing. These were all constructed without a prior land use approval. Improvements include parking areas, utilities, landscaping, and stormwater systems.
- F. CITY PLANNER UPDATE
- G. ADJOURNMENT

Upcoming Meeting(s):

<https://www.cityofmillersburg.org/calendar>

The location of the meeting is accessible to the disabled. If you have a disability that requires accommodation to attend or participate, please notify the Millersburg City Hall in advance by calling 458-233-6300.



**CITY OF MILLERSBURG
PLANNING COMMISSION MEETING**

4222 NE Old Salem Road
Tuesday, June 22, 2021
6:00 pm

Minutes

A. CALL TO ORDER: Commission Chair Anne Peltier called the meeting to order at 6:05 pm.

B. ROLL CALL:

Members Present: Commissioners Connie Lepin, Anne Peltier, Monte Ayers, Ryan Penning, and Caryl Thomas

Members Absent: Mark Raum

Staff Present: Matt Straite, Community Development Director; Kimberly Wollenburg, City Recorder; Janelle Booth, Assistant City Manager/City Engineer; and Kevin Kreitman, City Manager

C. MEETING MINUTE APPROVAL

1) Review and Acceptance of April 20, 2021 Meeting Minutes.

Action: Motion to accept the minutes as modified showing Commissioner Penning as Present During the Meeting made by Commissioner Ayers; a second by Commissioner Lepin.

Chair Peltier: Yes

Commissioner Lepin: Yes

Commissioner Raum: Absent

Commissioner Ayers: Yes

Commissioner Thomas: Yes

Commissioner Penning: Yes

Motion Passed: 5/0

D. QUASI-JUDICIAL PUBLIC HEARINGS

Chair Peltier noted that the applicant requested a continuance for their item in order to address some items brought up in the conditions of approval in the staff report. She discussed that the Commission could choose to continue the item without opening the hearing or could open the hearing to hear from any members of the public. After discussion, and with there being no public present, the Commission decided to continue the hearing on July 20, 2021.

ACTION: Motion to Continue Hearing on Site Plan 21-03, Industrial Project to July 20, 2021 made by Commissioner Ayers; seconded by Commissioner Penning.

Chair Peltier: Yes

Commissioner Lepin: Yes

Commissioner Raum: Absent

Commissioner Ayers: Yes

Commissioner Thomas: Yes

Commissioner Penning: Yes

Motion Passed: 5/0

E. City Planner Update:

- 1) City Planner Matt Straite provided updates on proposed land use application and recent staff approvals. He also noted that a Code update is being worked on to add some refinements.
- 2) Asked about a Code interpretation and discussed with the Commission as to whether the Commission wanted to hear the interpretation or allow staff to provide interpretation and bring any subsequent land use action (if any) to the Commission. After discussion, staff will provide the interpretation and any subsequent applications arising out of the request for a Code interpretation will be brought to the Commission for a decision.
- 3) Commissioner Penning asked when in-person meetings would be allowed. City Manager Kreitman explained the current restrictions and what would be required to allow in-person. He noted that, to his understanding, once the State hits 70% and restrictions are removed, in-person meetings can start again.

F. Meeting adjourned by Commission Chair Peltier at 6:25 pm.

Respectfully submitted:

Reviewed by:

Kimberly Wollenburg
City Recorder

Matt Straite
Community Development Director