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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 WORK SESSION

Millersburg City Hall
4222 NE Old Salem Road
Millersburg, OR 97321
March 15, 2022 @ 6:00 p.m.

If you wish to attend remotely, instructions for joining are at <https://www.cityofmillersburg.org/bc-pc/page/planning-commission-meeting>. 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, March 14.

Meeting link to join via computer:

<https://aspenuc.accessionmeeting.com/j/1167491335>

Phone number to join meeting: 503-212-9900

Meeting ID: 116 749 1335

A. CALL TO ORDER

B. ROLL CALL

C. MEETING MINUTE APPROVAL

- 1) Approval of January 18, 2022, Planning Commission Public Hearing Minutes
 - 2) Approval of February 15, 2022, Planning Commission Public Hearing & Work Session
- Action: _____

D. WORK SESSION

- 1) Commercial Office Options
- 2) Climate Friendly and Equitable Communities Updated

E. PLANNING UPDATE

F. ADJOURNMENT

Upcoming Meeting(s):

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

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.



PLANNING COMMISSION PUBLIC HEARING

ELECTRONIC MEETING

January 18, 2022

6:00 pm

Minutes

- A. CALL TO ORDER: Commission Vice-Chair Mark Raum called the meeting to order at 6:00 pm.
- B. ROLL CALL:
- Members Present: Commissioners Monte Ayers, Connie Lepin, Ryan Penning, Mark Raum, and Caryl Thomas
 - Members Absent: Mike Hickam and Anne Peltier
 - Staff Present: Matt Straite, Community Development Director; Kimberly Wollenburg, City Recorder; Kevin Kreitman, City Manager; Assistant City Manager/City Engineer Janelle Booth; and Forrest Reid, City Attorney

C. ELECTION OF CHAIR AND VICE CHAIR

Vice-Chair Raum asked for nominations for chair and vice-chair for 2022.

ACTION: Motion to Nominate Anne Peltier for Commission Chair made by Commissioner Connie Lepin; seconded by Commissioner Monte Ayers.

Commissioner Lepin: Yes
Commissioner Penning: Yes
Commissioner Raum: Yes
Commissioner Ayers: Yes
Commissioner Thomas: Yes

Motion Passed: 5/0

ACTION: Motion to Nominate Connie Lepin for Commission Vice-Chair made by Commissioner Caryl Thomas; seconded by Commissioner Monte Ayers.

Commissioner Lepin: No
Commissioner Penning: Yes
Commissioner Raum: Yes
Commissioner Ayers: Yes
Commissioner Thomas: Yes

Motion Passed: 4/1

After the vote, Commissioner Connie Lepin declined the nomination.

ACTION: Motion to Nominate Mark Raum for Commission Vice-Chair made by Commissioner Connie Lepin; seconded by Commissioner Monte Ayers.

Commissioner Lepin: Yes
Commissioner Penning: Yes
Commissioner Raum: Yes
Commissioner Ayers: Yes
Commissioner Thomas: Yes

Motion Passed: 5/0

D. MEETING MINUTE APPROVAL

1) Approval of November 16, 2021, Planning Commission Public Hearing Minutes

ACTION: Motion to Approve the November 16, 2021 Planning Commission Hearing Minutes made by Commissioner Connie Lepin; seconded by Commissioner Monte Ayers.

Commissioner Lepin: Yes

Commissioner Raum: Yes

Commissioner Ayers: Yes

Commissioner Thomas: Yes

Commissioner Penning: Yes

Motion Passed: 5/0

E. QUASI-JUDICIAL PUBLIC HEARING

Commission Vice-Chair Raum opened the public hearing at 6:08 p.m. City Recorder Wollenburg read the state mandated disclosures into the record.

File No.: CUP 21-04 & SP 18-02 M 1 Intermodal Facility – Office Change

Community Development Director Straite presented the staff report and provided additional information noting the modification requested is a minor modification.

Hayden Wooton of Reece & Associates thanked Community Development Director Straite for his assistance with the project. Mr. Wooton shared their thought process regarding the change and confirmed that the old structure would not be removed and the new structure is planned to be secure.

Commissioner Thomas asked if there were plans to remove the old building. Community Development Director Straite said his understanding is that the plan was to not use the old building at this time.

Commissioner Ayers asked if the office was going to be permanent with restrooms. Community Development Director Straite noted that the structure is planned to be permanent with restrooms and lockers.

Commissioner Thomas noted that with the old building, she's concerned that the old building will not be maintained. Mr. Wooton said his understanding is that it will be maintained just not used. Mr. Reece confirmed that the old building would be maintained and that there have been several uses proposed; however, nothing at a point to bring forward. Mr. Reece also provided information regarding how the structure will be secured.

Commission Vice-Chair Raum closed the public hearing at 6:28 p.m. to allow for Planning Commission deliberation.

Commissioner Lepin expressed concerns about how the shipping container office is going to look and if this is what the City of Millersburg should look like noting the shipping container is not going to hurt the appearance but isn't going to help it either. Commissioner Ayers noted that he enjoyed the look of the proposed structure and has no concerns about it. Commissioner Raum confirmed that he's seen them and had no issues with the use. Commissioner Lepin asked why these worked for them, and Commissioner Ayers, with Commissioner Raum's support, said that adding doors, windows, and other aesthetic improvements changes their appearance in a positive way.

After deliberation:

ACTION: Motion to Approve CUP 21-04 and SP 18-02 M 1 Intermodal Facility Office Change Based on the Findings of Fact, the Proposed Project Satisfies the Applicable Criteria and Standards, made by Commissioner Monte Ayers; seconded by Commissioner Ryan Penning.

Commissioner Lepin:	Yes
Commissioner Raum:	Yes
Commissioner Ayers:	Yes
Commissioner Thomas:	Yes
Commissioner Penning:	Yes

Motion Passed: 5/0

F. PLANNING UPDATE:

Community Development Director Straite noted no new staff review and decisions to present. He provided an update regarding the new Development Code's publication and informed the Commission that new Code is online.

Commissioner Lepin noted she'd like to discuss the Commercial Office zone and if the Code is what the City needs and believes the Commission restricted standards for office structures for commercial uses. Community Development Director Straite noted if there is an interest, he would be happy to provide a presentation on options. After lengthy discussion, the Commission requested that he provide options in the Commercial Office zone.

G. ADJOURNMENT: Meeting adjourned by Commission Vice-Chair Raum at 6:47 p.m.

Respectfully submitted:

Reviewed by:

Kimberly Wollenburg
City Recorder

Matt Straite
Community Development Director



PLANNING COMMISSION PUBLIC HEARING

ELECTRONIC MEETING

February 15, 2022

6:00 pm

Minutes

- A. CALL TO ORDER: Commission Chair Anne Peltier called the meeting to order at 6:00 pm.
- B. ROLL CALL:
- Members Present: Chair Anne Peltier, Commissioners Monte Ayers, Mike Hickam, Connie Lepin, Ryan Penning, Mark Raum, and Caryl Thomas
 - Members Absent: Monte Ayers (late)
 - Staff Present: Matt Straite, Community Development Director; Kimberly Wollenburg, City Recorder; Kevin Kreitman, City Manager; Assistant City Manager/City Engineer Janelle Booth; and Forrest Reid, City Attorney
 - Guest Presenter: Anais Mathez, 3J Consulting
- C. MEETING MINUTE APPROVAL
None
- D. QUASI-JUDICIAL PUBLIC HEARING
Commission Chair Peltier opened the public hearing at 6:04 p.m. City Recorder Wollenburg read the state mandated disclosures into the record.

File No.: DC 21-03 Comprehensive Plan Map Change

Community Development Director Straite reviewed the staff report and provided a presentation regarding the proposed map change. He explained the purpose of the urban growth boundary that is set up at the state level to protect farms and puts an invisible wall around the cities to prevent encroachment onto farmland – to keep urban growth within the urban growth boundary. Farms that are within the city limits are intended to only be temporary use and eventually yield to urban growth at some appropriate time.

He described the project noting it's currently a Rural zone with no change proposed to the zoning and that the zoning dictates what an applicant can/cannot do on their property. Changing the Comprehensive Plan map from Agriculture to Residential allows more flexibility for the current landowners.

The proposed change is being done now due to upcoming new state rules and the Housing Needs Analysis with the idea to get ahead of the changing rules which makes any changes to Comprehensive Plan more cumbersome.

Commissioner Raum asked what change we are trying to get ahead of and Community Development Director Straite spoke about the Climate Friendly Equitable Communities and how that will impact the Comprehensive Plan and City going forward.

Commission Chair Peltier closed public hearing at 6:16 p.m. No public is present.
After deliberation:

ACTION: Motion to Recommend Approval of DC 21-03 Comprehensive Plan Map Change to the City Council because all Applicable Criteria are Met with Findings of Fact as noted in Staff Report made by Commissioner Mark Raum; seconded by Commissioner Connie Lepin.

Chair Peltier:	Yes
Commissioner Lepin:	Yes
Commissioner Raum:	Yes
Commissioner Penning:	Yes
Commissioner Hickam:	Yes
Commissioner Thomas:	Yes

Motion Passed: 6/0

E. PLANNING UPDATE:

Community Development Director Straite noted no new staff review and decisions to present. He provided an update regarding the new Development Code's publication and informed the Commission that new Code is online.

F. WORK SESSION – Housing Needs Assessment

Community Development Director Straite provided some background before giving a presentation on the grant received from the state to update our entire Comprehensive Plan starting with the Housing chapter which is one of the larger and most challenging of the chapters. This will set the form and style of the rest of the Comprehensive Plan.

Anais Mathez, 3J Consulting, shared with the Commission the project overview, along with outreach and communication, including the role of the Planning Commission during this process.

Community Development Director Straite explained the purpose of a housing needs assessment. He shared the results of the Portland State University determination of population. As part of the assessment, density is a big issue noting that the HNA is a policy recommendation, not a policy document unless the City wants it to be. Currently, there is no plan to adopt the document as policy. It will be used as a tool to create policies within the Comprehensive Plan.

Ms. Mathez reviewed the existing House chapter. She next opened for discussion with the Commission. Commissioner Ayers asked about Old Salem being a one road town and can it handle a huge increase in traffic. Community Development Director Straite spoke about the Transportation System Plan and how it addresses growth. He also noted the City is planning a small update to the TSP.

Commissioner Hickam asked about the projections for growth. He noted that it appears that the City does not have the space to growth at the rate that was presented. He asked about the plans for trying to move the urban growth boundary (UGB). Community Development Director Straite noted that if the City gets to the point it cannot account for the 20-year projects, the HNA will need to be revised which will likely require a change in the UGB.

Commission Chair Peltier asked where the multi-use designation is. Community Development Director Straite noted the location and shared some potential uses for that area with mixed-use.

The Commission had lengthy discussions regarding the composition of Millersburg, what residents like and why they are moving to the City.

Community Development Director Straite noted he will be providing a work session on Climate Friendly Equitable Communities and how that will impact the City.

G. PLANNING UPDATE

Community Development Director Straite confirmed that he will be having a work session on Climate Friendly Equitable Communities in March. He shared there is one partition in review.

H. ADJOURNMENT: Meeting adjourned by Commission Chair Peltier at 7:15 p.m.

Respectfully submitted:

Reviewed by:

Kimberly Wollenburg
City Recorder

Matt Straite
Community Development Director

DRAFT



To: Millersburg Planning Commission

From: Matt Straite, Community Development Director

Date: March 8, 2022

Re: Options for Uses in the Commercial Office (CO) Zone

At the January Planning Commission meeting, the Commission requested that staff create a memo outlining some options for alternative ways to approach uses in the Commercial Office (CO) Zone. Below are some options.

1) Form-Based Concept

Other cities have employed a different approach to uses in a zone. This approach is called a form-based approach. In this kind of zoning the Code is far more detailed regarding what the City wants the structures, landscaping, and sidewalks to look like and then leaves the uses almost completely wide open. The uses section just says what 'effects' the uses cannot have, like odors, toxins, noise, and other such impacts. These are typically uses in downtown areas because they want the structures built right on the sidewalk to promote walkability.

This could be used for just the CO zone. There are two things to keep in mind. The CO zone was intended to command a higher level of aesthetics on the lower sections of Old Salem Road. The zone was also applied to the church property on the upper section of Old Salem Road as a way to assure that any future uses there have less impact on the neighbors.

2) "Or as Otherwise Allowed by the Commission"

The Code could add an additional permitted use that says something like this in the CUP section:

Or any other (similar?) uses allowed by the Planning Commission that continue to meet the purpose of the zone.

This would allow any use at all, as long as it could meet the CUP requirements. By allowing this as a CUP, the applicant would also have to meet the requirements and criteria of a CUP, which generally requires that there be no significant impacts to the neighbors. This would achieve similar results to the approach used above because it would require staff and the Commission to analyze the project as it relates to the neighbors. Any use that featured a lot of noise could be denied by the Commission as it did not meet the criteria of the CUP (because it would bother the neighbors).

This might be too open ended because it could open the door to used car lots or similar unwanted uses. A form-based approach would avoid that. Adding the word similar (as shown above) could add more protections but may add more confusion on what 'similar' means.