

**STAYTON PLANNING COMMISSION
MEETING MINUTES**

Monday, June 26, 2017

COMMISSIONERS: Jackie Carmichael
Dixie Ellard
Heidi Hazel
Ralph Lewis
Ellen Nunez

STAFF MEMBERS: Dan Fleishman – Planning & Development Director
Lisa Meyer – Public Works Administrative Assistant

OTHERS PRESENT: Ronald Ped, Caitlin Settgast, Greg Etzel

1. **CALL TO ORDER:** Nunez opened the meeting at 7:00 pm.
2. **APPROVAL OF MINUTES:** Hazel moved and Ellard seconded to accept the minutes from May 30, 2017 as presented. Passed 5:0
3. **LAND USE FILE #3-05/17 –PUBLIC HEARING Application for Site Plan Approval, 1933 Pacific Ct., Brian and Angie Harper**
 - a. **Commencement of Public Hearing-** Nunez read the opening statement. There were no objections to the notice of dissent in the case. There were no objections for the jurisdiction of the Planning Commission to hear and consider the case. No declarations of conflict of interest, exparte contact or bias by any members of the Planning Commission were made.
 - b. **Staff Introduction-** Fleishman explained this is an application for site plan review. The applicant was given an incorrect date for last month’s meeting and was prepared to show up the next night.
 - c. **Applicant Presentation-** Ronald Ped, 6850 Burnette St. SE, Salem, OR 97317, is an architect from Salem, OR. The project is slightly larger than two acres. Phase one and phase two are both 12,000 sq. ft. Phase three is 10,000 sq. ft. Phase one is a one story building that is intended to facilitate needed expansion space for Summit Cleaning. The space will be used to clean items damaged from smoke or water and store those items for the short term.
 - d. **Staff Report-** Fleishman went over the application packet that includes site plans, elevation drawings, a landscape plan, and a review memo from the City engineer. There are a couple of issues that have been raised and are addressed through conditions of approval. One issue is that the site plan does not show that the development will be connected to the public water system. The City’s Public Works Design Standards requires hydrants to be within 250 feet of a structure. There is a recommendation that a sidewalk be constructed on Pacific Ct. on the side of the street with the proposed building. The code requires a parking lot of this size to have a minimum of four handicap parking spaces along with two bicycle spaces. There is a requirement that a minimum of 10% of the site be landscaped and the site plan did not indicate all the areas to be landscaped and whether the minimum requirement is met. The plan indicates a proposed 6 ft. sight obscuring fence on the north property line, but didn’t provide details on the material. The condition of approval asks for fencing detail. Staff recommends approving the application with the five conditions of approval.
 - e. **Questions from the Commission-** None
 - f. **Proponents’ Testimony-** None
 - g. **Opponents’ Testimony-** None
 - h. **Governmental Agencies-** None
 - i. **General Testimony-** None

- j. **Questions from the Public-** None
 - k. **Questions from the Commission-** None
 - l. **Applicant Summary:** Ped concurred with the staff report. Ped clarified that he plans to connect to the water, have 10% landscaped and provide handicap and bicycle parking.
 - m. **Staff Summary-** Fleishman had nothing else to add.
 - n. **Close of Hearing-** Nunez closed the public hearing.
 - o. **Commission Deliberation-** The Commission members discussed the application.
 - p. **Commission Decision-** Carmichael moved and Lewis seconded to approve the application based on the conditions of approval provided in the draft order. Passed 5:0
4. **LAND USE FILE #4-06/17 –PUBLIC HEARING Application To Vacate Alley, Caitlin Settgast,**
- a. **Commencement of Public Hearing:** Nunez read the opening statement. There were no objections to the notice of dissent in this case. There were no objections for the jurisdiction of the Planning Commission to hear and consider this case. No declarations of conflict of interest, exparte contact or bias by any members of the Planning Commission were made.
 - b. **Staff Introduction:** Fleishman explained that this is an application to vacate an alley. The alley looks like a lawn and appears to be maintained and used as a lawn by the neighboring property owners. State law requires that all of the owners of and abutting to the proposed vacated alley approve in writing. The applicant has signatures of approval from four of the five abutting property owners. The applicant is working on obtaining the fifth signature of the property owner. Fleishman reminded the Commission that their role is to act in an advisory manner making a recommendation to the City Council. The City Council hearing will be scheduled in August. The applicant has time to get the last signature and if she is successful, then the City will vacate the whole alley. If not, then the City will vacate the portion of the alley with the signatures. There are no publicly owned utilities in the alley. There is no electric, gas, or cable on the property. The phone company has a service line to the applicant's house. Per the phone company's response, if the alley is vacated the service line will have to be relocated or the applicant will have to get an easement from the neighboring property owner.
 - c. **Applicant Presentation:** Caitlin Settgast, 1333 N. 2nd Ave., Stayton, OR 97383. Settgast stated that the neighbors are currently mowing the alley. She would like to have the alley vacated so the space could be used by the property owners. She is trying to get in touch with the fifth property owner.
 - d. **Staff Report-** Fleishman had nothing else to add.
 - e. **Questions from the Commission-** None
 - f. **Proponents' Testimony-** Greg Etzel lives at 1665 N. Sixth Ave. and owns the property at 1319 N. Third Avenue along with his wife. He currently mows part of the alley and he would like to be able to put up a nice fence and protect the property. He would appreciate it if he had use of the alley way.
 - g. **Opponents' Testimony-** None
 - h. **Governmental Agencies-** None
 - i. **General Testimony-** None
 - j. **Questions from the Public-** None
 - k. **Questions from the Commission:** Hazel inquired if it is the City's responsibility to maintain the property. Fleishman explained that City code gives responsibility to maintain vegetation to the abutting owners of the alley.
 - l. **Applicant Summary-** None
 - m. **Staff Summary-** Fleishman had nothing else to add.
 - n. **Close of Hearing-** Nunez closed the public hearing.
 - o. **Commission Deliberation-** The Commission members discussed the application.
 - p. **Commission Decision:** Lewis moved and Ellard seconded to recommend to the Stayton City Council that the alley between N. Second and N. Third Ave. running from E. Hollister St. to E. Pine St. be vacated and adopt the draft order presented by Staff.

5. REVIEW of Suggested Code Amendments Regarding Accessory Dwelling Units

Fleishman referred the Commission to the suggested code amendments that were provided in the packet. Fleishman offered to make the Purpose clearer by listing “a small dwelling unit that is an accessory” rather than “small dwelling units”. Fleishman will also change the Location Permitted from “an accessory dwelling” to “One accessory dwelling”.

Ellard inquired about how the proposed amendment will affect structures built on wheels.

Fleishman explained that the current code allows for occupancy of recreational vehicles for a period not in excess of 14 days in any 60 day period when not in a recreational vehicle park.

The Commission came to a consensus to bring the proposed amendments to a public hearing at the July 31st Planning Commission meeting. Nunez inquired if other cities are allowing accessory dwelling units. Fleishman reported that most of the cities permitting accessory dwelling units are larger and not Stayton’s size.

6. ADJOURN: Meeting was adjourned at 7:37 pm.