

**STAYTON PLANNING COMMISSION
MEETING MINUTES**

Monday, November 27, 2017

COMMISSIONERS: Jackie Carmichael
Dixie Ellard
Heidi Hazel (absent)
Ralph Lewis, Vice Chair
Ellen Nunez, Chair (absent)

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

OTHERS PRESENT: Paige Hook, Isaac Kort-Meade, Richard Lewis, Alan Meyer, Tass Morrison, Steve Poissan

1. **CALL TO ORDER:** Vice Chair Lewis opened the meeting at 7:02 pm.
2. **APPROVAL OF MINUTES:** Carmichael moved and Ellard seconded to accept the minutes from October 30, 2017 as presented. Passed 3:0.
3. **LAND USE FILE #11-10/17 –PUBLIC HEARING Proposed Code Amendments regarding Awnings and Building color palette in the Downtown Zones**
 - a. **Commencement of Public Hearing-** Lewis read the opening statement. No objections were made from the audience to the notice in this case or the jurisdiction of this body to hear the case. There were no declarations of conflict of interest, ex parte contact or bias by members of the Planning Commission.
 - b. **Staff Report-** Fleishman explained that the Friends of Old Town Stayton (FOTS) proposed a number of code changes for the downtown. Two of the proposed changes are part of the land use code which requires a public hearing. Fleishman went over the history of how the City established overlay zones as an effort to preserve the history of the downtown area and an earth tone color palette was established for the downtown. FOTS proposed to eliminate the color palette in the current code and replace it with a color paint chip board that is referenced with actual paint samples. The example paint chips offer a light reflective value range of 15 to 50.

Fleishman went over FOTS' proposed code amendments for downtown awning standards. Fleishman suggested removing the proposal of prohibiting internal illumination and changing the requirement for illumination from dusk to 6am, to dusk to business closing time, and add that an awning would not be required if the building is setback from the front property line. He also recommended allowing plastic bubble and fully glazed awnings in the code.
 - c. **Questions from the Commission-** Carmichael inquired about what area of downtown would be affected by the proposed changes. Fleishman explained that the proposed

changes would apply to the four downtown zones for commercial buildings and buildings that are mixed use. The changes would not apply to a residential use in the downtown zones and they would not apply outside of the designated downtown zones. Awnings currently in place would not have to change.

- d. Proponents' Testimony-** Steve Poissan, 1750 E. Pine St., Stayton, OR. Poissan is the Chair of FOTS' Design Committee. He suggested prohibiting the rounded bubble or fully glazed awnings since the plastic or glass would not be in character to historic buildings. He also agreed that requiring awning lights from dusk to 6 am is excessive given the use of downtown. He requested the Commissioners consider amending the proposal for awning lights to dusk until midnight. The lighting would provide safety and an attractive look for downtown.

Tass Morrison, 1190 NE Magnolia Ave., Sublimity, OR. Morrison spoke on behalf of the Stayton & Sublimity Chamber of Commerce as a board member. The Chamber Board of Directors voted to support FOTS' proposed amendments from a business vitality perspective. The proposed changes address basic maintenance, the color palette and awning regulations for buildings. Morrison explained that the Chamber's role is to keep their members abreast of upcoming ordinance changes and how they will be affected. She noted that an attractive downtown shopping area can improve commercial activity and the importance of creating a unique shopping and dining experience in Stayton so locals stay in town instead of going elsewhere. The Chamber Board is eager to be a collaborative partner with FOTS to improve downtown business vitality.

- e. Opponents' Testimony-** None

- f. Governmental Agencies-** None

- g. General Testimony-** Isaac Kort-Meade, 784 N. Third Ave., Stayton, OR. Kort-Meade fully supports the proposals of improving downtown. He noted having downtown business owners and property owners maintain their spaces is a great first step to have a safe and inviting downtown to grow.

- h. Questions from the Public-** None

- i. Questions from the Commission-** None

- j. Staff Summary-** Fleishman had nothing more to add.

- k. Close of Hearing-** Lewis closed the hearing at 7:35 pm.

- l. Commission Deliberation-** The Commissioners discussed the different type of awnings and materials (from an historical perspective) and lighting requirements.

- m. Commission Decision-** Carmichael moved to accept the proposed changes, but keep the language prohibiting rounded bubble, plastic, or fully glazed awnings and require that awning lights provide sidewalk illumination from dusk until midnight, Ellard seconded. Passed 3:0. The Planning Commission's recommendation will be forwarded to the Stayton City Council.

**4. LAND USE FILE #13-06/16 – REQUEST FOR EXTENSION OF APPROVAL
Application for Site Plan Approval, 266 E. Virginia St., Jake Buckendorf**

Fleishman explained that the Application is for an extension to commence construction of a four-unit townhouse on the vacant lot. Fleishman recommends granting a one year extension. Carmichael moved to grant one year extension, Ellard seconded. Passed 3:0.

5. OTHER: The next Planning Commission meeting is scheduled for January 29, 2018. Fleishman will follow up with the two Commissioners whose term is up.

6. ADJOURN: Meeting was adjourned at 7:45 pm.