

CITY OF MILWAUKIE
PLANNING COMMISSION MINUTES
TUESDAY, JUNE 8, 1999

COMMISSIONERS PRESENT

Donald Hammang, Chair
Judith Borden, Vice-Chair
Barbara Cartmill
Tracy Cook
Mike Miller
Doug Ouderkirk
Howard Steward

STAFF PRESENT

Alice Rouyer,
 Planning Director
John Gessner,
 Associate Planner
Gary Firestone,
 City Attorney
Shirley Richardson,
 Hearings Reporter

COMMISSIONERS ABSENT

None

1.0 CALL TO ORDER

The meeting was called to order at 6:30 p.m.

2.0 PROCEDURAL QUESTIONS -- None.

3.0 INFORMATION ITEMS -- City Council Minutes, May 18, 1999

4.0 PLANNING COMMISSION MINUTES -- May 25, 1999

Mike Miller moved to approve the minutes of May 25, 1999, as corrected. **Tracy Cook** seconded. MOTION CARRIED 6-0 with one abstention. Howard Steward was not at that meeting.

Ayes: Hammang, Borden, Cartmill, Cook, Miller, Ouderkirk; Nays: None.

5.0 PUBLIC COMMENTS -- None.

6.0 PUBLIC HEARINGS

6.1 Applicant: North Clackamas School District #12
Property Owner: North Clackamas School district #12
Location: 11909 SE Linwood Avenue
Proposal: Install a 28x64 foot modular classroom containing two 900-foot rooms at Linwood Elementary School
File Number: CSO-99-03/TPR-99-01
NDA: Linwood

Chair Hammang opened the public hearing on Community Service Overlay CSO-99-03 and Transportation Planning Review TPR-99-01 to allow the installation of a classroom building on the Linwood Elementary School Campus. The criteria to be addressed are found in Section 302, 321, and 1400 of the Milwaukie Zoning Ordinance

Chair Hammang asked if there were any conflicts of interest or ex-parte contacts to declare. **Tracy Cook** noted that she is the Chair of the Linwood Neighborhood Association. She has toured the facilities and was shown that there is a need for this building. She stated that she does not have any financial interest associated with this application and feels that she can vote impartially on this issue. There were no other conflicts of interest or ex-parte contacts declared. **Chair Hammang** asked if any member of the Planning Commission visited the site; six hands were raised. No one who visited the site spoke to anyone at the site or noted anything different from what is indicated in the Staff Report. No one in the audience challenged the impartiality of any Commission member or the jurisdiction of the Planning Commission to hear this matter.

STAFF REPORT

John Gessner reviewed the Staff Report with the Commission. The Applicant proposes to install a two-classroom, 1,800 square foot modular building on the Linwood School campus. Section 500 of the Parking Regulations indicate that parking requirements for auditoriums does not apply to schools contrary to how the staff report addresses the issue. The original review was done under the standard for auditoriums. Staff will have to investigate this issue to see if there has been a change in the regulations. If there was a change, and the additional parking spaces are required for the auditorium, then the parking will be required of the Applicant. Overheads were shown of the subject site and surrounding area. Site circulation, bus, drop-off and pick-up were shown.

Section 1400 may require an upgrade of pedestrian and bicycle facilities. A number of improvements have been made and it appears that there is adequate bicycle parking racks on-site. In the interest of minimizing impacts to the neighbors and existing trees, Staff feels the area on the northerly edge would be suitable for parking. Minimum grading, fill, and asphalt may be needed.

QUESTIONS FROM THE COMMISSIONERS

Doug Ouderkirk noted that there were two dumpsters. He asked if they would be relocated? **John Gessner** stated that the dumpsters should eventually be relocated. They are taking up potential parking spaces. During peak use, all site parking is needed.

Doug Ouderkirk asked if consideration had been given to the additional garbage that will result from the additional classrooms. Are there plans for enclosed facilities to hold garbage. **John Gessner** stated that one of future site plan requirements can be to identify a permanent location for recycling and garbage storage.

Doug Ouderkirk asked staff to point out the entrance to the classrooms. **John Gessner** stated that the entrance will be on the north side. The applicant will be able to specifically answer this question.

Doug Ouderkirk stated that changing the parking from parallel to diagonal has resulted in fewer spaces. He asked if the number of parking spaces has been verified? **John Gessner** stated that it is staff's opinion that some spaces were lost during re-stripping. This is the only area with diagonal parking. The School District was in last week for a pre-application meeting regarding other proposed development of this site. It may be that other parking improvements will be made in connection with that proposal.

Mike Miller voiced concern about parking in the area of the ball fields. This area is used every day. He suggested that the school be given special consideration in parking requirements so the ball area can remain open space. **John Gessner** stated that minimum parking spaces required will be based on the zoning requirements.

CORRESPONDENCE RECEIVED BY STAFF -- None.

APPLICANT PRESENTATION

Speaking: Dave Church, 2451 SE Fuller Road, Milwaukie 97222

Mr. Church stated that he is the Director of Facilities for North Clackamas School District. The original reason for the Application was the request for modular classroom to alleviate the overcrowding in the Linwood Elementary

CITY OF MILWAUKIE PLANNING COMMISSION

Minutes of June 8, 1999

Page 4

School classrooms. There were some classroom loads of over 30 children in one room; 25 is preferred.

Demographic studies were done this spring. These studies show that the area is experiencing unusual overloads at Lot Witcomb, Lewelling, and Witchita. Lot Witcomb is experiencing the most growth, which tends to indicate long-term needs. A decision was made by the School District to look at a potential permanent solution, rather than a modular classroom.

An exhibit was shown of the current configuration of Linwood Elementary School. There are four classroom pods of four classrooms each, plus central workspace. A master plan is being developed and the pre-application meeting was held last week. This proposal includes the construction of two classroom pods, a library media and computer center, and possibly a gymnasium with a community recreation center.

If this four classroom addition can be built and open by September, 2000, both Lot Witcomb and Linwood situations would be improved. The modular classroom is truly a one-year situation. He handed out copies of a purchase order that shows rental of modular rooms for one-year. The purchase order includes tear-down of this classroom.

He asked that the Commission consider not allowing the parking requirements to be a part of this approval. They would be willing to accept a requirement that the modular unit must be removed by September, 2000. The intent is to propose a master plan for the construction of the four-classroom pod. The pod is funded and there is ample room on site for the facility.

There is a possibility of getting additional evening-only parking along the bus-loading zone (potential for up to 16 spaces here). Another 11 spaces are possible near the house and the adjacent ball field, and 15 spaces in the area out to Stanley Avenue.

Mr. Church concluded that they do meet the requirements of Transportation Planning Review and the Community Service Overlay. He voiced concern on how to address TPR fees for the modular rentals. He requested that this hearing be held open to allow time to review the parking interpretation and the possibility of deferring parking requirements until the master plan is complete.

CITY OF MILWAUKIE PLANNING COMMISSION

Minutes of June 8, 1999

Page 5

QUESTIONS FROM THE COMMISSIONERS

Doug Ouderkirk asked for the location of the entrance of the modular classrooms. **Mr. Church** stated that the disabled ramp will come down and land on the sidewalk to provide easy access to the classroom. The modular will be placed so that pedestrians can pass on the sidewalk without interruption.

Howard Steward asked staff to comment on the feasibility of deferring the parking requirement until the master plan is completed.

Chair Hammang asked if there was any part of the structure (air conditioning, etc.) that can be seen by neighbors or from the street? **Mr. Church** stated that there is a heat pump unit that is wall-mounted on each end of the module. However, they are not visual to anyone.

Recess was taken at 7:10 p.m. and the meeting reconvened at 7:22 p.m.

Howard Steward asked if the utility lines would be underground? **Mr. Church** stated that there will be temporary underground wiring.

TESTIMONY IN FAVOR -- None.

QUESTIONS OR COMMENTS -- None.

TESTIMONY IN OPPOSITION -- None.

ADDITIONAL COMMENTS FROM STAFF

John Gessner stated that the Application meets the minimum requirements for parking based on classrooms. Staff is recommending that staff work with the Applicant on parking issues, including any outstanding conditions of approval as part of the master planning process. The following suggestions were made:

Condition #6: The modular classroom is limited to a one-year occupancy period, terminating on September 1, 2000.

Condition #7: The modular classroom will be relocated to allow adequate access along the front of the building and the sidewalk.

Delete Condition #2 as it refers to the parking requirements.

CITY OF MILWAUKIE PLANNING COMMISSION

Minutes of June 8, 1999

Page 6

Revise Finding #4 to read, "Approval of CSO-88-01 required construction of parking spaces to meet minimum standards for the auditorium."

Chair Hammang asked if the Applicant would still want to hold the hearing over considering the suggested conditions? **Mr. Church** stated that he withdraws the request to hold the hearing over, since his concerns were addressed in these new conditions.

QUESTIONS FOR CLARIFICATIONS -- None.

APPLICANT'S CLOSING COMMENTS -- None.

DELIBERATION AMONG COMMISSIONERS

Chair Hammang closed the public portion of the hearing and opened the meeting to discussion among the Commissioners.

Mike Miller commended the School District on the master plan proposal. He is glad to see a permanent solution as modules tend to stay and not add to the aesthetics of the area.

Tracy Cook moved to approve TPR-99-01 and CSO-99-03 based upon the findings of the Staff Report and subject to the conditions listed in Exhibit 1, with the revised findings and conditions and new conditions as stated by staff. **Doug Ouderkirk** seconded. MOTION CARRIED

Ayes: Hammang, Borden, Cartmill, Cook, Miller, Ouderkirk, Steward

Nays: None.

7.0 WORKSESSION

8.0 DISCUSSION ITEMS

8.1 **Mike Miller** asked if the Opening Statement made by the Chair could be shortened or not read in circumstances where there is no audience. **Gary Firestone** stated that this statement must be read, however, he will review the language to see if it can be shortened.

8.2 Kellogg Creek Treatment Plant Application

CITY OF MILWAUKIE PLANNING COMMISSION

Minutes of June 8, 1999

Page 7

Barbara Cartmill reported that Ted Kyle called and complimented the Planning Commission on the Kellogg Creek Treatment Plant Application. He felt that the deliberations were orderly, thought-provoking, complimentary, etc. **Chair Hammang** stated that Michelle Gregory, Island Station NDA staff liaison, made the statement that the Neighborhood Association felt that the deliberations were considerate and fair.

8.3 OEKO Application Update

Chair Hammang asked if the OEKO had been resolved. **John Gessner** stated that all the criteria for the mitigation planting of the construction area have not yet been met. The Applicant is still deciding what plant materials are going to be used. Staff is in the process of reviewing the site for encroachment.

8.4 Thomason Ford Application

Howard Steward asked for an update on the Thomason Ford vacation. **John Gessner** stated that Thomason is moving towards completely vacating the space. There were problems with unauthorized paving in the right-of-way; however, it is not Thomason doing the paving.

8.5 Reliable Credit Application

Mike Miller asked for an update for Reliable Credit. **John Gessner** stated that they are in the process of securing a building permit for construction. Design details are being worked out and the building permit should be issued soon.

8.6 Code Revision on Completeness

Howard Steward asked that Staff bring back a draft on code revisions that would deal with incomplete applications. **Chair Hammang** asked that language be developed that address the quality and accuracy of materials submitted from Applicants.

9.0 OLD BUSINESS -- None.

10.0 OTHER BUSINESS / UPDATES

10.1 Historical Resources Commission Report -- No report.

10.2 Community Development Director Report

Alice Rouyer introduced herself. She comes from Boulder, Colorado, where she worked as a planner for six years and received her Master's Degree in Planning. She worked to revitalize an urban renewal area in Boulder. Previous to that she worked in Roseburg, Oregon, completed her undergraduate studies at University of Oregon, and was an intern with the City of Eugene and the City of Albany. She is excited to come back and be with family and working in Milwaukie.

Discussion followed on issues that the Commission would like to work on in the future.

- Tree Ordinance
- Annexation Ordinance
- Development Standards
- Second meeting worksessions
- Planning Training and Education for Commissioners
- Monthly report on development review applications
- Record management (keeping track of approvals)
- Worksession on Goals of the Commission

Chair Hammang asked that the Commission receive the same information items (in their packets) that are distributed to Council members.

The Commission members then introduced themselves to Ms. Rouyer.

Commission Meeting Canceled. **Alice Rouyer** noted that there is no Commission business scheduled for June 22, 1999, and requested that the meeting be canceled.

Mike Miller moved to cancel the Planning Commission meeting of June 22, 1999. The next scheduled meeting for the Planning Commission will be on July 13, 1999.

11.0 NEXT MEETING -- June 22, 1999

CITY OF MILWAUKIE PLANNING COMMISSION

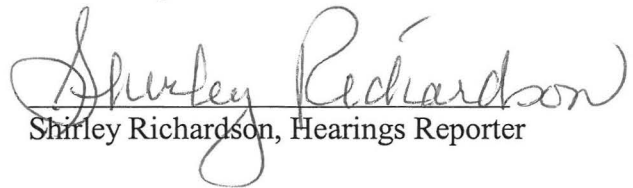
Minutes of June 8, 1999

Page 9

Mike Miller moved to adjourn the meeting of June 8, 1999. **Judith Borden** seconded.
MOTION PASSED UNANIMOUSLY. The meeting adjourned at 8:26 p.m.



Michael Smith, Chair



Shirley Richardson, Hearings Reporter

**AGENDA
MILWAUKIE PLANNING COMMISSION
Milwaukie Community Meeting Room
3200 SE Harrison
Tuesday, June 8, 1999
6:30 pm**

		ACTION REQUIRED
1.0	Call to Order	
2.0	Procedural Questions	
3.0	Information Items City Council Minutes: May 18, 1999 (upon approval by Council)	Information Only
4.0	Planning Commission Minutes: May 25, 1999	Motion Needed
5.0	Public Comment This is an opportunity for the public to comment on any item not on the agenda	
6.0	Public Hearings	Discussion and Motion Needed
6.1	Applicant: North Clackamas School District #12 Owner: North Clackamas School District #12 Location: 11909 SE Linwood Avenue Proposal: Install a 28x64 foot modular classroom containing two 900-foot rooms at Linwood Elementary School. File Numbers: CSO-99-03/TPR-99-01 NDA: Linwood Staff Person: John Gessner	
7.0	Worksession	
8.0	Discussion Items This is an opportunity for comment or discussion by the Planning Commission for items not on the agenda.	Review and Decision
9.0	Old Business	
10.0	Other Business/Updates	Information Only Review and Comment
10.1	Historic Resources Commission Report	
10.2	Community Development Report	

11.0	Next Meeting: June 22, 1999 No items are scheduled at this time. The above items are tentatively scheduled, but may be rescheduled prior to the meeting date. Please contact staff with any questions you may have.	

The Milwaukie Planning Commission welcomes your interest in these agenda items. Feel free to come and go as you please.

Milwaukie Planning Commission Statement

The Planning Commission serves as an advisory body to, and a resource for, the City Council in land use matters. In this capacity, the mission of the Planning Commission is to articulate the Community's values and commitment to socially and environmentally responsible uses of its resources as reflected in the Comprehensive Plan

Public Hearing Procedure

1. **STAFF REPORT.** EACH HEARING STARTS WITH A BRIEF REVIEW OF THE STAFF REPORT BY STAFF. THE REPORT LISTS THE CRITERIA FOR THE LAND USE ACTION BEING CONSIDERED, AS WELL AS A RECOMMENDED DECISION WITH REASONS FOR THAT RECOMMENDATION.
2. **CORRESPONDENCE.** THE STAFF REPORT IS FOLLOWED BY ANY VERBAL OR WRITTEN CORRESPONDENCE WHICH HAS BEEN RECEIVED SINCE THE COMMISSION WAS PRESENTED WITH ITS PACKETS.
3. **APPLICANT'S PRESENTATION.** WE WILL THEN HAVE THE APPLICANT MAKE A PRESENTATION, FOLLOWED BY:
4. **PUBLIC TESTIMONY IN SUPPORT.** TESTIMONY FROM THOSE IN FAVOR OF THE APPLICATION.
5. **COMMENTS OR QUESTIONS.** COMMENTS OR QUESTIONS FROM INTERESTED PERSONS WHO ARE NEITHER IN FAVOR NOR OPPOSED TO THE APPLICATION.
6. **PUBLIC TESTIMONY IN OPPOSITION.** WE WILL THEN TAKE TESTIMONY FROM THOSE IN OPPOSITION TO THE APPLICATION.
7. **QUESTIONS FROM COMMISSIONERS.** WHEN YOU TESTIFY, WE WILL ASK YOU TO COME TO THE FRONT PODIUM AND GIVE YOUR NAME AND ADDRESS FOR THE RECORDED MINUTES. PLEASE REMAIN AT THE PODIUM UNTIL THE CHAIR PERSON HAS ASKED IF THERE ARE ANY QUESTIONS FOR YOU FROM THE COMMISSIONERS.
8. **REBUTTAL TESTIMONY FROM APPLICANT.** AFTER ALL TESTIMONY, WE WILL TAKE REBUTTAL TESTIMONY FROM THE APPLICANT.
9. **CLOSING OF PUBLIC HEARING.** THE CHAIR PERSON WILL CLOSE THE PUBLIC PORTION OF THE HEARING. WE WILL THEN ENTER INTO DELIBERATION AMONG THE PLANNING COMMISSIONERS. FROM THIS POINT IN THE HEARING WE WILL NOT RECEIVE ANY ADDITIONAL TESTIMONY FROM THE AUDIENCE, BUT WE MAY ASK QUESTIONS OF ANYONE WHO HAS TESTIFIED.
10. **COMMISSION DISCUSSION/ACTION.** IT IS OUR INTENTION TO MAKE A DECISION THIS EVENING ON EACH ISSUE BEFORE US. DECISIONS OF THE PLANNING COMMISSION MAY BE APPEALED TO THE CITY COUNCIL. IF YOU DESIRE TO APPEAL A DECISION, PLEASE CONTACT THE COMMUNITY DEVELOPMENT DEPARTMENT DURING NORMAL OFFICE HOURS FOR INFORMATION ON THE PROCEDURES AND FEES INVOLVED.

The Planning Commission's decision on these matters may be subject to further review or may be appealed to the City Council. For further information, contact the Milwaukie Planning Department office at 786-7600.

Milwaukie Planning Commission:

Donald Hammang, Chair
Judith Borden, Vice Chair
Barbara Cartmill
Tracy Cook
Mike Miller
Doug Ouderkirk
Howard Steward

Community Development Department Staff:

Martha Bennett, Community Development Director
Alice Rouyer, Planning Director
John Gessner, Associate Planner
Janet Wright, Assistant Planner
Jeanne Garst, Office Assistant
Marcia Hamley, Office Assistant
Shirley Richardson, Hearings Reporter