

PLANNING COMMISSION MINUTES

REGULAR MEETING

MARCH 13, 1984

MEMBERS PRESENT

JOHN LITTLEHALES  
BOB BROWN  
JOHN FOSTER  
DON TROTTER  
BETTY ROHOLT  
AL LIANE  
BOB KNUDSEN

STAFF PRESENT

TOPAZ FAULKNER, PLNG. DIRECTOR  
LORI MASTRANTONIO, ASSOC. PLNR.  
DEANNA ROBINSON, SECRETARY

Mr. Littlehales called the meeting to order at 6:35 PM.

Mr. Foster recommended the meeting start with election of officers. Mr. Liane made a motion to nominate Mr. Littlehales as Chairman. Ms. Roholt seconded the motion. Mr. Foster moved the nominations be closed. The Motion carried unanimously.

Mr. Liane nominated Mr. Brown for Vice Chairman. Mr. Foster seconded the nomination. The nominations were closed. A unanimous decision was made to elect Mr. Brown Vice Chairman. Mr. Foster suggested a picture be taken of the new officers for the paper.

Mr. Littlehales welcomed the two newest members to the Commission, Mr. Knudson and Mr. Trotter.

3.1 REVIEW OF NEW ADMINISTRATIVE SECTION OF THE ZONING ORDINANCE

Lori presented the Staff Report, noting some changes which were made on Section 10. She explained Staff had made an outline of how they saw the ordinance organized, the first item being the Administrative decisions. She added that Section 10 is just for requests which are reviewed by the Planning Director.

10.03 APPLICABILITY

Lori further explained that the Staff eliminated single-family dwelling and duplex, the first two items of 10.03, because they're not land use actions that involve a public hearing. It isn't necessary to include them in the ordinance.

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Lori explained that a Notice would be sent to the surrounding property owners. She also pointed out that Staff added temporary structures and seasonal-use permits to the Applicability Section. Christmas trees sales business is an example of a seasonal-use permit.

Mr. Trotter suggested that No. 4 should be "Accessory structure" or "Accessory structure use", rather than "Accessory structure requiring a building permit". He thought that would go along with the definition of Zoning Ordinance.

Mr. Littlehales pointed out that No. 6 occurs when all setbacks are met, and it is just moving the lot line. Lori agreed it was just as for minor partitions. Topaz explained that Staff handles these things only if all the standards are met, and there are no objections from neighbors. If standards are not met, then it goes to the Planning Commission.

#### 10.04 NOTICE OF ADMINISTRATIVE APPROVALS

The Commissioners and Staff discussed the amount of days for written objections to be received, after the mailing date of the Notice. Mr. Littlehales suggested 15 calendar days, in order to give sufficient time for written objections.

#### 10.05 APPLICATION REQUIREMENTS FOR ADMINISTRATIVE REQUESTS

Mr. Brown commented on the second sentence on No. 6. He asked if a survey is required. Topaz explained that Staff would prefer it be required, but some lot line adjustments can be so simple as to make it unreasonable to ask for a survey. Mr. Littlehales suggested that in situations where a survey would be required, it should go to the Planning Commission anyway.

#### 10.06 REVIEW OF APPLICATION

Mr. Trotter asked why No. 4 was necessary. Lori explained that Staff goes to the site on all approvals. It was suggested by Mr. Trotter to say "will" instead of "may" go to the site. Mr. Littlehales suggested ending No. 4 in "before preparation of the Planning Director's decision", which would lead right into 10.07. After discussion on No. 4, it was agreed it should read as follows: "A field visit to the site will be required prior to making the Planning Director's decision."

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10.07 PLANNING DIRECTOR'S DECISION

Mr. Brown recommended deleting the word "format" in No. 1.

Topaz said she would prefer having appeals included, because the public will find it easier to locate. Mr. Foster suggested continuing 10.08 instead of deleting it.

Mr. Littlehales suggested that the term "hearing body" on the last line of subparagraph 3 be replaced by "Planning Commission".

Mr. Brown recommended deleting "previous hearing body actions" as being a guidance criteria.

Section 11 APPEALS

Staff explained that the appeals section will include Administrative and Quasi-Judicial appeals.

Mr. Brown asked where the appeals section is currently located in the Ordinance. Staff indicated it is on Page 88 of the Administrative section.

After discussion, it was agreed to arrange the numbering system so it could be easily referred to at a future time, and yet not delay the portion currently being worked on from going to City Council.

Mr. Littlehales suggested leaving the numbering as it stands except for a slight renumbering. Mr. Trotter suggested 110 and 111 be used to coincide with the presently existing 10 and 11. It would be an easy method to use as a cross reference at a later date.

Mr. Brown recommended that the second sentence in 11.03 No. 2 say "Such objections must address the criteria on which the decision was based." Also the procedure section should be added to the end of the first paragraph as a new sentence.

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Mr. Trotter made a Motion that the Staff forward section 110 as revised and section 111 as revised to the City Council, with the recommendation from the Planning Commission that they be approved as part of the new Zoning Ordinance. Mr. Brown seconded the Motion. Mr. Trotter recommended that Mr. Littlehales, as Chairman, write a letter to accompany the new Zoning Ordinance to City Council. The Motion carried unanimously.

A discussion was held regarding creating an outline of the new Zoning Ordinance. Topaz suggested that Staff make a list of all the sections, indicating which sections have been completed, which ones are left, and a recommendation from Staff on a set priority for completing the remaining sections.

The Sign Committee was brought up. Staff announced that they had contacted the members, and all had indicated that March 27 would be a good time for them to meet to continue on with the Sign Ordinance. It was suggested that the Planning Commissioners and Staff meet with them at 5 PM on that day.

Mr. Littlehales made a motion to adjourn. Mr. Liane seconded the Motion. The Motion carried unanimously.

The meeting was adjourned at 8:30.

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Deanna Robinson, Secretary

  
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John Littlehales, Chairman

AGENDA

PLANNING COMMISSION MEETING

MARCH 13, 1984

Council Chambers, 10722 SE Main St., Milwaukie

- 1.0 CALL TO ORDER AT 6:30 PM
- 2.0 PROCEDURAL QUESTIONS
- 3.0 PUBLIC HEARINGS:
  - .1 ADMINISTRATIVE SECTION OF THE ZONING ORDINANCE  
Review and possible approval of the new Administrative Section of the Zoning Ordinance.
- 4.0 PUBLIC COMMENT
- 5.0 CONSIDERATION ITEMS
  - .1 REVIEW OF THE ADMINISTRATIVE APPEAL SECTION OF THE ZONING ORDINANCE
- 6.0 CONSENT AGENDA
  - .1 CITY COUNCIL MINUTES: February 21, 1984
- 7.0 OLD BUSINESS
- 8.0 OTHER BUSINESS