



CITY OF OREGON CITY PLANNING COMMISSION AGENDA

Commission Chambers, Libke Public Safety Building, 1234 Linn Ave, Oregon City
Monday, May 08, 2023 at 7:00 PM

REGULAR MEETING OF THE PLANNING COMMISSION

Ways to participate in this public meeting:

- *Attend in person, location listed above*
- *Register to provide electronic testimony (email ocplanning@orc.org or call 503-722-3789 by 3:00 PM on the day of the meeting to register)*
- *Email ocplanning@orc.org (deadline to submit written testimony via email is 3:00 PM on the day of the meeting)*
- *Mail to City of Oregon City, Attn: City Recorder, P.O. Box 3040, Oregon City, OR 97045*

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT

Citizens are allowed up to 3 minutes to present information relevant to the Planning Commission but not listed as an item on the agenda. Prior to speaking, citizens shall complete a comment form and deliver it to the Chair/City Staff. The Commission does not generally engage in dialog with those making comments but may refer the issue to the City Staff. Complaints shall first be addressed at the department level prior to addressing the Commission.

PUBLIC HEARING

1. Continuance of GLUA-23-00006 / SP-23-00016 / VAR-23-00001 / PARK-23-00001
- Chase Bank Site Plan and Design Review, Variance for Main Entrance, and Parking Adjustment at 1689 Molalla Ave.

APPROVAL OF MINUTES

2. Planning Commission Minutes Approval

COMMUNICATIONS

ADJOURNMENT

PUBLIC COMMENT GUIDELINES

Complete a Comment Card prior to the meeting and submit it to the City Recorder. When the Mayor/Chair calls your name, proceed to the speaker table, and state your name and city of residence into the microphone. Each speaker is given three (3) minutes to speak. To assist in tracking your speaking time, refer to the timer on the table.

As a general practice, the City Commission does not engage in discussion with those making comments.

Electronic presentations are permitted but shall be delivered to the City Recorder 48 hours in advance of the meeting.

ADA NOTICE

The location is ADA accessible. Hearing devices may be requested from the City Recorder prior to the meeting. Individuals requiring other assistance must make their request known 48 hours preceding the meeting by contacting the City Recorder's Office at 503-657-0891.

Agenda Posted at City Hall, Pioneer Community Center, Library, City Website.

Video Streaming & Broadcasts: The meeting is streamed live on the Oregon City's website at www.orcity.org and available on demand following the meeting. The meeting can be viewed on Willamette Falls Television channel 28 for Oregon City area residents as a rebroadcast. Please contact WFMC at 503-650-0275 for a programming schedule.



CITY OF OREGON CITY

Staff Report

625 Center Street
Oregon City, OR 97045
503-657-0891

To: Planning Commission
From: Planner Molly Gaughran

Agenda Date: 05/08/2023

SUBJECT:

Continuance of GLUA-23-00006 / SP-23-00016 / VAR-23-00001 / PARK-23-00001
- Chase Bank Site Plan and Design Review, Variance for Main Entrance, and Parking Adjustment at 1689 Molalla Ave.

STAFF RECOMMENDATION:

Continuance: staff recommends that the Planning Commission open the public hearing for GLUA-23-00006, allow brief testimony from staff, applicant and any members of the public present who wish to speak, and continue the Public Hearing to the date certain of May 22, 2023.

EXECUTIVE SUMMARY:

The applicant requests a continuance of the public hearing to allow additional time to enter additional information into the record to support:

- A parking adjustment request to exceed the maximum amount of parking spaces (OCMC 17.52.015, OCMC 17.52.020)
- A variance request to allow the most significant façade and building entrance to face the parking lot (OCMC 17.62.055.(E)).

BACKGROUND:

This application proposes to remove an existing building and construct a new branch bank building with an attached drive-up ATM, to include upgrades to the parking lot and landscaping. The application requests a Planning Commission adjustment to parking standards to allow for twenty-four (24) parking stalls and a variance to allow the proposed building entrance design.

The staff recommendation for a continuance to a date certain is to allow the applicant to submit additional information to the record to support the variance and parking adjustment requests.

Upon review of the application, staff determined that the applicant should provide further information and better justification to support the requested parking adjustment and variance.

Staff met with the applicant on Friday, April 28 to discuss the needed information. The applicant will need to provide an updated narrative and exhibits responding to the parking adjustment criteria in OCMC 17.52.015(C), which requires (1) Documentation, (2). Parking Analysis for Surrounding Uses and On-Street Parking Availability, (3).Function and Use of Site. (4). Compatibility, (5).Safety. and (6) Services.

The applicant has also been requested to provide an updated narrative to support the Variance Criteria in OCMC 17.60.030.

The applicant has indicated that they will provide this information with sufficient time to allow staff to review it and include it in the staff report findings and recommendation to be posted with the Planning Commission agendas for May 22, which will be published May 15.

OPTIONS:

1. Continue GLUA 23-00006 to a date certain and provide direction on needed information at the next hearing.

BUDGET IMPACT: N/A

Molly Gaughran

From: Ariane Sanders <asanders@pmdginc.com>
Sent: Friday, April 28, 2023 4:11 PM
To: Pete Walter; Molly Gaughran
Cc: Sayles, Bruce L; David Lundy
Subject: RE: GLUA-23-00006 Completeness Review

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Pete,
 Thank you for setting up this call.

As discussed, we would like to request to extend the hearing from May 8th to May 22nd, 2023. We will submit additional supporting information to justify the parking and entrance variance this coming week. Then staff has more time to prepare the documents for planning commission.

Should you need more information for the hearing date revision request please let us know.

Thank you.

 **Ariane Sanders, Architect**
 Project Manager
 Direct: (707) 655-4320

From: Pete Walter <pwalter@orccity.org>
Sent: Friday, April 28, 2023 2:27 PM
To: Ariane Sanders <asanders@pmdginc.com>; Molly Gaughran <mgaughran@orccity.org>
Cc: Sayles, Bruce L <bruce.l.sayles@jpmchase.com>; David Lundy <dlundy@pmdginc.com>
Subject: RE: GLUA-23-00006 Completeness Review

Thanks for sending this and for meeting with us to work through the issues.

Pete Walter

Pete Walter (*he/him/his*), Planning Manager
 Certified Arborist PN-9393A
 Community Development Department - Planning Division
 695 Warner Parrott Rd, Oregon City, OR 97045
pwalter@orccity.org
 Desk: (503) 496-1562
 Mobile: (503) 509-4154
 Main: (503) 722-3789



Request for Extension of 120-Day Review Period

State law requires the City to issue a final decision on land use reviews within 120 days of receiving a complete application. State law also allows the applicant to request an extension of the 120-day review period for up to an additional 245 days. When extensions are requested, it is important to ensure that there is adequate time to accommodate the required public review, drafting the decision, and any required hearings (including appeals) within the extended review period.

If requesting an extension of the 120-day review period, please sign this form and return it to the planner assigned to your file.

File Information

1. Applicant Name: Ariane Sanders, PM Design Group
2. Planning File #(s): GLUA-23-00006

Extension Request

Please check one of the following:

☒ Extend the 120-day review period to a date certain of August 15th, 2023

☐ Maximum allowed extension: 245 days

The total number of extensions requested cannot exceed 245 days.

By signing this form, I acknowledge that the 120-day review period for my land use review application will be extended for the number of days specified.

Applicant Signature:

Ariane Sanders

Date:

5/1/2023



CITY OF OREGON CITY

Staff Report

625 Center Street
Oregon City, OR 97045
503-657-0891

To: Planning Commission
From: Administrative Assistant Kay Neumann

Agenda Date: 05/08/2023

SUBJECT:

Planning Commission Minutes Approval

STAFF RECOMMENDATION:

Staff recommends Planning Commission approve the meeting minutes listed below and attached for your review.

BACKGROUND:

Please find multiple meeting minutes attached for review to be approved at the next meeting.

The City Recorder's office conducted an audit of all minutes for the City's public meetings and found there were a large number of minutes that were not drafted, were drafted but not approved, or were posted on-line and not approved. The City Recorder used the audit to create a tracking log of the disposition of each meeting. Based on this information staff will include minutes from previous meetings on each agenda until all drafted minutes are approved.

Minutes in this packet include:

1. 11/09/2020
2. 12/14/2020
3. 1/11/2021 Regular meeting
4. 1/11/2021 Work session
5. 1/25/2021
6. 3/22/2021

NOTE: These can all be approved as a single motion and do not need to be approved individually. There will be additional sessions with multiple meeting minutes. The City is in the process of devising a plan to fill in the many meetings where minutes have not yet been transcribed.



City of Oregon City

625 Center Street
Oregon City, OR 97045
503-657-0891

Meeting Minutes - Draft Planning Commission

Monday, November 9, 2020

7:00 PM

Commission Chambers

1. Convene Regular Meeting and Roll Call

Chair Mitchell called the meeting to order at 7:00 PM.

Present: 7 - Chair Mike Mitchell, Commissioner Christopher Staggs, Commissioner Dirk Schlagenhauser, Commissioner Gregory Stoll, Commissioner Patti Gage, Commissioner Vern Johnson, and Commissioner Tom Geil

Absent: 0 - None

Staffers: 3 - Community Development Director Laura Terway, Senior Planner Pete Walter, and City Attorney Carrie Richter

2. Public Comment — *Ralph??, resident of Oregon City, suggested challenging the Neighborhood Associations to diversify home ownership within their association boundaries with the reward of lower property taxes.*

3. Public Hearing

Request for Continuance: GLUA-20-00020: CU-20-00002 / SP-20-00043 - 182 Warner Parrott Road - Proposed 30-Bed Residential / Memory Care Facility

Chair Mitchell opened the public hearing.

Marilyn Fergus, resident of Oregon City, spoke about her additional concerns regarding this application. She did not think it was consistent with the Comprehensive Plan for low density, this area was not zoned commercial and this was a commercial building, and the upper floor would not be available to memory care patients. She provided pictures of the nearby churches which had adequate parking and setbacks which this proposal did not provide. The facility was not appropriate for the neighborhood.

Ingra Richenbach, resident of Oregon City, was concerned about the increased traffic and if the sidewalk would be closed for the work. It would be a huge building close to the street. It would not fit with the neighborhood.

Jerry Yarberry, resident of Oregon City, encouraged the Commission to come to the neighborhood. They would have pictures of the parking issues at the next meeting. There was a mailbox directly in front of the proposed location and it would have to be

moved for the additional parking.

Chair Mitchell asked if any Commissioner had visited the site. Commissioners Gage and Johnson had.

A motion was made by Commissioner Geil, seconded by Commissioner Gage, to continue the hearing to November 23, 2020. The motion carried by the following vote:

Aye: 7 - Chair Mike Mitchel, Commissioner Dirk Schlagenhauser, Commissioner Vern Johnson, Commissioner Gregory Stoll, Commissioner Patti Gage, Commissioner Christopher Staggs, and Commissioner Tom Geil

GLUA-20-00041/CI-20-00002: Code Interpretation for Live/Work Units Applicable Standards

Chair Mitchel opened the public hearing and read the hearing statement. He asked if any Commissioner had conflicts of interest, ex parte contacts, bias, or any other statements to declare including a visit to the site.

Commissioner Gage drove by the site and Chair Mitchell visited the site.

Diliana Vassileva, Assistant Planner, presented the staff report. She explained this was for the Cove development, which was a mixed use development including 244 apartment units, a clubhouse, and 4 commercial tenant spaces. The applicant was proposing to convert the commercial spaces into live/work units, however the code was vague on which standards would apply. This application would clarify which standards were applicable, not approve the live/work units. She described the standards in the code for these types of units in Chapter 17.20.040 and how they were asking the Commission to clarify whether the site plan and design review standards for commercial development in Chapter 17.62 would apply. Staff recommended that the standards in 17.62 not apply to live/work units.

There was discussion regarding the recommendation of staff, design standards for live/work units, standards in 17.62, and conflict in the code about whether live/work units was a Type 1 or 2 review.

Michael Barrett, representing the applicant, wanted clarity on which standards they had to meet.

Don Miller, resident of Oregon City, thought they should use the live/work standards not commercial standards.

Chair Mitchell closed the public hearing.

A motion was made by Commissioner Schlagenhauser, seconded by Commissioner Johnson, to approve staff's recommendation for GLUA-20-00041/CI-20-00002: code interpretation for live/work units applicable standards. The motion carried by the following vote:

Aye: 7 - Chair Mike Mitchel, Commissioner Dirk Schlagenhauser, Commissioner Vern Johnson, Commissioner Gregory Stoll, Commissioner Patti Gage, Commissioner Christopher Staggs, and Commissioner Tom Geil

GLUA 20-00033 LEG-20-00001 Public Works Code Amendments. Proposed code revisions to the Geologic Hazards Overlay District and other ancillary Public Works related development code & standards such as refinements to Public Utility Easements (PUE), requirements for undergrounding utilities, sanitary sewer standards, and the adoption of policies relating to sidewalk obstructions and undergrounding of utilities.

Chair Mitchel opened the public hearing and read the hearing statement. He asked if any Commissioner had conflicts of interest, ex parte contacts, bias, or any other statements to declare including a visit to the site.

Christina Robertson-Gardiner, Senior Planner, reviewed the process and proposal for the Public Works code amendments. The purpose of these amendments was to clarify and provide additional detail for existing City engineering development processes. She discussed the criteria for approval items entered into the record, items identified at the September 28 meeting, and options.

Josh Wheeler, Assistant City Engineer, discussed the revisions made to Chapter 17.80, response to comments on the size of PUEs (Chapter 16.12), response to comments on right of entry (Chapter 13.08), response to comments on geologic hazards (Chapter 17.44), proposed revision for driveways, and next steps.

There was discussion regarding geologic hazard review, PGE request for a 10 foot PUEs and City's proposal for 5 feet, waivers, reduced rates for duplexes not only single family homes, retaining wall height, undergrounding utility poles, and exemptions for tree removal.

There was consensus for the following recommendations: reduced rates to be available to all missing middle housing types, refinements to the code to add "height" as a defining word to retaining walls, revised language about utility poles, and clarifying less than 25% tree canopy for the exemption.

A motion was made by Commissioner Geil, seconded by Commissioner Gage, to recommend approval of GLUA 20-00033 LEG-20-00001 Public Works Code Amendments with the additional recommendations and send them to the November 18, 2020 City Commission hearing. The motion carried by the following vote:

Aye: 7 - Chair Mike Mitchel, Commissioner Dirk Schlagenhauser, Commissioner Vern Johnson, Commissioner Gregory Stoll, Commissioner Patti Gage, Commissioner Christopher Staggs, and Commissioner Tom Geil

4. Communications

Ms. Terway gave an update on Planning Commission terms.

5. Adjournment

Chair Mitchell adjourned the meeting at 8:45 PM.



City of Oregon City

625 Center Street
Oregon City, OR 97045
503-657-0891

Meeting Minutes - Draft Planning Commission

Monday, December 14, 2020

7:00 PM

Commission Chambers

1. Convene Regular Meeting and Roll Call

Chair Mitchell called the meeting to order at 7:01 PM.

Present: 6 - Chair Mike Mitchell, Commissioner Christopher Staggs, Commissioner Dirk Schlagenhauser, Commissioner Gregory Stoll, Commissioner Patti Gage, and Commissioner Tom Geil

Absent: 1 - Commissioner Vern Johnson

Staffers: 5 - Community Development Director Laura Terway, Senior Planner Pete Walter, Senior Planner Christina Robertson-Gardiner, Senior Engineer Patty Nelson, and City Attorney Carrie Richter

2. Approval of Minutes

A motion was made by Commissioner Schlagenhauser, seconded by Commissioner Stoll, to approve the July 13, 2020 minutes. The motion carried by the following vote:

Aye: 6 - Chair Mike Mitchell, Commissioner Dirk Schlagenhauser, Commissioner Gregory Stoll, Commissioner Patti Gage, Commissioner Christopher Staggs, and Commissioner Tom Geil

3. Public Comment — None

4. Public Hearing

GLUA-20-00020: CU-20-00002 / SP-20-00043 - 182 Warner Parrott Road - Proposed 30-Bed Residential / Memory Care Facility

Chair Mitchell opened the public hearing and read the hearing statement. He asked if the Commission had any conflicts of interest, ex parte contacts, bias, or any other statements to declare including a visit to the site.

Commissioner Geil visited the site and asked people who had family in memory care how often they visited. He found that several visited often.

Commissioners Gage, Schlagenhauser, Staggs, Stoll, and Mitchell also visited the site.

Pete Walter, Senior Planner, presented the staff report. This was a request for a 30 bed assisted living facility with memory care on Warner Parrott Road. He explained the existing conditions on the site, proposed use, original and revised proposal, modified landscape plan, summary of revisions, solar shading analysis, surrounding uses, and approval criteria. He then discussed the public concerns on the record which included traffic, sight distance, safety, building height, 10 foot setback, building size, massing, height, shade/sunlight, vehicles blocking sight distance, impact to off-site trees, property values, construction hours, livability, and loss of privacy. Staff recommended continuing the hearing to January 11, 2021.

There was discussion regarding adequate parking, memory care and residential care use, protecting neighboring trees, construction hours, and setbacks.

Edward Radulescu, representing the applicant, addressed the parking issues and how they proposed the maximum allowed on site and staff would park at the church. He explained this was a permanent residence for the elderly and included a memory care facility. The residents did not drive. Memory care would only be on the first level. Regarding the second story windows, they were required to put windows in all residential units. There would be blinds for privacy and shading. Regarding the trees, the building would be set back far enough that they would not interfere with the drip line. They could have an arborist help with the location for the tree protection fencing. They were open to providing a 24 hour point of contact and good neighbor agreement. Construction hours would not be after 7 p.m.

There was discussion regarding the agreement with the church for staff parking, number of employees per shift, trees to the east with branches that hung over the property, number of rooms, and that long term storage of residents' cars would not be allowed.

Michelle Winters, resident of Oregon City, thought this proposal would alter the neighborhood. She was also concerned about shade/sunlight for her garden and people parking on the street.

Jerry Yarberry, resident of Oregon City, said the proposed use would alter the character of the neighborhood. Parking, neighborhood livability, shade, and second story windows looking into backyards were also concerns.

William Gifford, resident of Oregon City, was concerned about continuing the hearing again. He thought a decision should be made tonight. The applicant had done everything they could to address the concerns.

Mr. Radulescu provided rebuttal. He explained how they had addressed the building fitting with the neighborhood.

Petronella Donovan, applicant, wanted to be a good neighbor and was willing to work with the neighborhood. There was a shortage of elderly housing and this was a needed project.

Laura Terway, Community Development Director, explained the procedure for an adjustment to the parking plan for the off-site parking at the church. This was missing from the application and it could not be approved tonight. The Commission could approve the application without it and the applicant could come back with the parking adjustment at a later date.

Mr. Radulescu thought it was something that could be handled privately since they met the code for parking on site.

Chair Mitchell closed the public hearing.

There was discussion regarding whether or not to make a decision on the application or continue the hearing.

Chair Mitchell reopened the public hearing to ask if the applicant wished to withdraw the parking adjustment.

Mr. Radulescu said no, they requested a continuance so they could apply for the

parking adjustment.

Ms. Terway said the applicant would need to continue the 120 day deadline to March 8 and the hearing would be continued to January 25.

Ms. Donovan expressed her frustration about the amount of time and money they had already put into the process.

Chair Mitchell closed the public hearing.

A motion was made by Commissioner Schlagenhauser, seconded by Commissioner Gage, to tentatively approve GLUA-20-00020: CU-20-00002 / SP-20-00043 - 182 Warner Parrott Road - Proposed 30-Bed Residential / Memory Care Facility with the proposed conditions, without the parking adjustment, and to direct staff to come back with final findings for approval on January 11, 2021.

There was discussion regarding the effort of the applicant to address neighbor's concerns, how the proposal did not impair or preclude the use of the surrounding properties, and how the application met the criteria.

Chair Mitchell suggested increasing the 10 foot setback to 20 feet to match the R-10 zone.

Chair Mitchell reopened the public hearing.

Mr. Radulescu thought the new setback was doable, but they would lose a parking space.

Mr. Yarberry recommended continuing the hearing to January 11.

Chair Mitchell closed the public hearing.

Chair Mitchell said due to the reduced parking and the last minute change, he did not think they should change the setback.

Commissioner Geil was still concerned about the parking.

The motion carried by the following vote:

Aye: 5 - Chair Mike Mitchel, Commissioner Dirk Schlagenhauser, Commissioner Gregory Stoll, Commissioner Patti Gage, and Commissioner Christopher Staggs

Nay: 1 - Commissioner Tom Geil

GLUA-20-00033/LEG 19-00002 Amendments to the Water Master Plan

Chair Mitchel opened the public hearing.

Christina Robertson-Gardiner, Senior Planner, presented the staff report. She explained the process, proposal, and criteria for approval. Staff recommended approval.

Patty Nelson, Senior Engineer, explained the purpose of the Water Master Plan, background on the plan, challenges identified, how the amendments addressed the challenges, and updated capital improvement projects.

A motion was made by Commissioner Gage, seconded by Commissioner Staggs, to continue the meeting past 10:00 PM. The motion carried by the following vote:

Aye: 6 - Chair Mike Mitchel, Commissioner Dirk Schlagenhauser, Commissioner Gregory Stoll, Commissioner Patti Gage, Commissioner Christopher Staggs, and

Commissioner Tom Geil

There was discussion regarding the Planning Commission's role in this process, how the plan impacted future development, improvements to downtown, capital projects and timeline, projected costs, and next steps.

There was no public comment.

Chair Mitchell closed the public hearing.

There was discussion regarding artistic expression of water, which would need to be addressed separately from the action tonight.

A motion was made by Commissioner Staggs, seconded by Commissioner Geil, to recommend approval of GLUA-20-00033/LEG 19-00002 Amendments to the Water Master Plan to the City Commission. The motion carried by the following vote:

Aye: 6 - Chair Mike Mitchel, Commissioner Dirk Schlagenhauser, Commissioner Gregory Stoll, Commissioner Patti Gage, Commissioner Christopher Staggs, and Commissioner Tom Geil

5. Communications

Chair Mitchell said this was Commissioner Geil's and Johnson's last meeting. The Commission and staff thanked them for their work.

Ms. Terway announced a joint Work Session with the Historic Review Board on January 11. The City Commission had directed staff to amend the Municipal Code regarding annexations.

6. Adjournment

Chair Mitchell adjourned the meeting at 10:25 PM.



City of Oregon City

625 Center Street
Oregon City, OR 97045
503-657-0891

Meeting Minutes - Draft Planning Commission

Monday, January 11, 2021

7:00 PM

Commission Chambers

1. Convene Regular Meeting and Roll Call

Chair Mitchell called the meeting to order at 7:05 PM.

Present: 7 - Chair Mike Mitchell, Commissioner Christopher Staggs, Commissioner Dirk Schlagenhauser, Commissioner Gregory Stoll, Commissioner Patti Gage, Commissioner Daphne Wuest, and Commissioner Lisa Novak

Staffers: 3 - Community Development Director Laura Terway, Senior Planner Pete Walter, and City Attorney Carrie Richter

2. Yearly Selection of Chair and Vice Chair

A motion was made by Chair Mitchell, seconded by Commissioner Novak, to nominate Dirk Schlagenhauser as Chair for 2021. The motion carried by the following vote:

Aye: 7 - Chair Mike Mitchell, Commissioner Dirk Schlagenhauser Commissioner Gregory Stoll, Commissioner Patti Gage, Commissioner Christopher Staggs, Commissioner Daphne Wuest, and Commissioner Lisa Novak

A motion was made by Chair Schlagenhauser, seconded by Commissioner Stoll, to nominate Mike Mitchell as Vice Chair for 2021. The motion carried by the following vote:

Aye: 7 - Chair Dirk Schlagenhauser, Commissioner Mike Mitchell, Commissioner Gregory Stoll, Commissioner Patti Gage, Commissioner Christopher Staggs, Commissioner Daphne Wuest, and Commissioner Lisa Novak

3. Public Comment — None

4. Public Hearing

GLUA-20-00020: CU-20-00002 / SP-20-00043 - Adoption of Findings for Conditional Use Approval of Proposed 30-Bed Residential / Memory Care Facility at 182 Warner Parrott Road

Carrie Richter, City Attorney, said the record had been closed for this hearing and the Planning Commission made a tentative decision to approve the application. Staff revised the findings to reflect that decision. She explained the options for Commission action.

Pete Walter, Senior Planner, clarified the parking agreement with the church was not required because the application already included the maximum amount of parking on site. If the applicant wished to include an agreement in the future, it would be a separate application for adjustment of the parking standards. The findings also included the testimony related to building orientation and shading. There were also more detailed findings regarding impacts on adjacent properties.

There was discussion regarding what was included in the findings and conditions of approval.

A motion was made by Commissioner Staggs, seconded by Commissioner Mitchell, to adopt the final findings consistent with the tentative decision for GLUA-20-00020: CU-20-00002 / SP-20-00043 - 182 Warner Parrott Road - Proposed 30-Bed Residential / Memory Care Facility. The motion passed by the following vote:

Aye: 5 - Chair Dirk Schlagenhauser, Commissioner Mike Mitchell, Commissioner Gregory Stoll, Commissioner Patti Gage, and Commissioner Christopher Staggs

Abstain: 2 - Commissioner Lisa Novak and Commissioner Daphne Wuest

5. General Business

Opportunity for Planning Commission Input on the City Commission Goals and/or Budget (7/1/2021-6/30/2023)

Laura Terway, Community Development Director, said the City's budget and goal setting were done on a biennium cycle. In the last biennium, the Planning Commission sent requests to the City Commission for consideration. She asked if there were any requests for the upcoming biennium. She gave a list of the things that must be done in the next biennium and items that had been discussed previously by the Planning Commission.

There was discussion regarding keeping affordable housing a priority, parking minimums and maximums, traffic, tree preservation, waiting until the Comprehensive Plan update was done to make suggestions, short term rentals, priority on implementing HB 2001, and staff capacity.

Commissioner Staggs and Chair Schlagenhauser would draft the letter to the City Commission and bring it back to the next meeting for approval.

2021 Planning Commission Work Session Topics

Ms. Terway discussed possible Work Session topics and asked the Commission if there were topics they would like to add.

The Commission suggested the following topics: requiring 3D renderings for applications, parking minimums and maximums and a comparison with other cities, how traffic numbers were generated, and if the 300 foot notification distance for application notices was sufficient.

6. Communications

Ms. Terway said the 2020 Planning Commission Report would be given to the City Commission next month. She reported on the Severely Rent Burdened Open House.

Commissioner Mitchell said on February 1 the Citizen Involvement Committee would receive a presentation on a proposal for the landfill site.

7. Adjournment

Chair Schlagenhauser adjourned the meeting at 8:12 PM.



City of Oregon City

625 Center Street
Oregon City, OR 97045
503-657-0891

Meeting Minutes - Draft

Planning Commission/Historic Review Board Work Session

Monday, January 11, 2021

6:00 PM

Commission Chambers

1. Convene Regular Meeting and Roll Call

Chair Mitchell called the meeting to order at 6:00 PM.

Planning Commission Present: 7 - Chair Mike Mitchell, Commissioner Christopher Staggs, Commissioner Dirk Schlagenhauser, Commissioner Gregory Stoll, Commissioner Patti Gage, Commissioner Daphne Wuest, and Commissioner Lisa Novak

Historic Review Board Present: 5 - Board Member Ray Stobie, Board Member Carrie Crook, Board Member Sabrina Ferry, Board Member Paul Edgar, and Board Member Grant Blythe

Staffers: 2 - Community Development Director Laura Terway and City Attorney Carrie Richter

2. Legal Training

Carrie Richter, City Attorney, provided legal training for the Planning Commission and HRB. She discussed the planning process, roles and responsibilities of staff, committees, applicant, neighborhood groups, and others, code of ethics and professional conduct, types of land use decisions, quasi-judicial hearing requirements, how decisions must be based on the approval criteria as set forth in the findings, nexus and proportionality in exactions, public records requirements, and recommendations for effective participation.

3. Adjournment

Chair Mitchell adjourned the meeting at 7:02 PM.



City of Oregon City

625 Center Street
Oregon City, OR 97045
503-657-0891

Meeting Minutes - Draft Planning Commission

Commission Chambers

Monday, January 25, 2021

7:00 PM

1. Convene Regular Meeting and Roll Call

Chair Schlagenhauser called the meeting to order at 7:00 PM.

Present: 6 - Chair Dirk Schlagenhauser, Commissioner Christopher Staggs, Commissioner Mike Mitchell, Commissioner Patti Gage, Commissioner Daphne Wuest, and Commissioner Lisa Novak

Absent: 1 - Commissioner Gregory Stoll

Staffers: 1 - Community Development Director Laura Terway

2. Public Comment — None

3. General Business

Draft Letter for Planning Commission Input on the City Commission Goals and/or Budget (7/1/2021-6/30/2023)

Laura Terway, Community Development Director, presented the draft letter of suggested items to go to the City Commission.

There was discussion regarding the ranking of the items, whether or not to include a Climate Action Plan or put it in the Comprehensive Plan update, Willamette Falls Legacy Project should be moved to the bottom of the list, how the list was created, and how the Comprehensive Plan update might change the priorities.

A motion was made by Commissioner Mitchell, seconded by Commissioner Gage, to approve the revised letter and forward it to the City Commission. The motion passed by the following vote:

Aye: 6 - Chair Dirk Schlagenhauser, Commissioner Mike Mitchell, Commissioner Patti Gage, Commissioner Christopher Staggs, Commissioner Lisa Novak, and Commissioner Daphne Wuest

Legal Training: Planning Development Review Process

Ms. Terway presented the training. She discussed the Code which set the minimum criteria for all uses, who created and adopted the Code, example Code criteria and

findings, levels of land use review and examples, and public notification.

There was discussion regarding the appeals process and how to establish standing, discretion in the decisions, email notifications, putting a QR code on the site notice signs, and removal of signs.

4. Communications

Ms. Terway presented the 2020 Community Development statistics and initiatives. This included responding to Covid-19, Building Department inspections and permits submitted, large completed commercial projects, excerpt of permits submitted to the Building Department, valuation of Building Department applications, new dwelling units, residential remodels, total new commercial square footage, pre-development meetings, planning applications submitted, lots submitted in land division applications, Accessory Dwelling Units submitted, Missing Middle housing applications submitted, commercial applications submitted to the Planning Division, annexation applications submitted, Conditional Use applications submitted, historic review applications submitted, appeals, supporting boards and committees, other substantial initiatives, 2020 grants received, and Oregon City population.

There was discussion regarding review of uses, parking requirements for ADUs and internal conversions, and if the City's restrictions could be tighter than the state's.

Ms. Terway said the February 8 Planning Commission meeting was canceled. On February 3, Commissioners Wuest and Novak would be sworn in.

5. Adjournment

Chair Schlagenhauer adjourned the meeting at 8:53 PM.



City of Oregon City

625 Center Street
Oregon City, OR 97045
503-657-0891

Meeting Minutes - Draft Planning Commission

Commission Chambers

Monday, March 22, 2021

7:00 PM

1. Convene Regular Meeting and Roll Call

Chair Schlagenhauser called the meeting to order at 7:00 PM.

Present: 5 - Chair Dirk Schlagenhauser, Commissioner Gregory Stoll, Commissioner Mike Mitchell, Commissioner Daphne Wuest, and Commissioner Lisa Novak

Absent: 2 - Commissioner Christopher Staggs and Commissioner Patti Gage

Staffers: 1 - Senior Planner Christina Robertson-Gardiner

2. Public Comment — None

3. Public Hearing

GLUA-20-00037/ VAR-20-00016, VAR-20-00017, VAR-20-00021 Planning Commission Variance to the Lot - Size, Lot Depth, and Rear Yard Setback to Allow for a Lot Line Adjustment With a Neighboring Property

Chair Schlagenhauser opened the public hearing and read the hearing statement. He asked if any Commissioner had conflicts of interest, ex parte contacts, bias, or statements to declare including a visit to the site.

Commissioner Novak walked the neighborhood regularly, Commissioner Wuest drove by the site, and Chair Schlagenhauser visited the site.

Christina Robertson-Gardiner, Senior Planner, presented the staff report. This was a request for variances to the lot size, lot depth, and rear yard setback to allow for a lot line adjustment between 225 East Street and 220 Terrace Avenue. She gave a background on the request, purpose of the lot line adjustment, needed variances, variance criteria, and revised recommended conditions.

Paul Stolten, applicant, said he and his neighbor had worked out an amicable solution and it would meet both of their needs. It would help prepare the lot on Terrace Avenue to be built on and enhance the community.

Chair Schlagenhauser closed the public hearing.

A motion was made by Commissioner Mitchell, seconded by Commissioner Novak, to approve GLUA-20-00037/ VAR-20-00016, VAR-20-00017, VAR-20-00021 Planning Commission variance to the lot size, lot depth, and rear yard setback to allow for a lot line adjustment with a neighboring property with the revised conditions. The motion passed by the following vote:

Aye: 5 - Chair Dirk Schlagenhauer, Commissioner Mike Mitchell, Commissioner Gregory Stoll, Commissioner Lisa Novak, and Commissioner Daphne Wuest

4. General Business

DRAFT LETTER TO OC 2040 PROJECT ADVISORY TEAM REGARDING A CLIMATE ACTION PLAN

There was discussion regarding Commissioner Mitchell's amendments to the letter. If approved, the letter would go to the committee at their next meeting.

A motion was made by Commissioner Wuest, seconded by Commissioner Novak, to forward the letter as amended. The motion passed by the following vote:

Aye: 4 - Chair Dirk Schlagenhauer, Commissioner Mike Mitchell, Commissioner Lisa Novak, and Commissioner Daphne Wuest

Nay: 1 - Commissioner Gregory Stoll

PLANNING COMMISSION MEETING LOGISTICS

There was discussion regarding the survey responses and possible changes to virtual meeting logistics.

5. Communications

Ms. Robertson-Gardiner said staff was recommending applicants include 3D renderings for Planning Commission items to be included in the pre-application notes. It was not a requirement, only a recommendation.

Commissioner Stoll said he was running for the Board of Directors position for Clackamas Fire.

Commissioner Mitchell noted a change to the Public Comment section on the agenda. He suggested adding a sentence about appeal fees in the public hearing statement. He discussed a parking lot project that had been approved by the Planning Commission and even though the temporary barriers were consistent with the conditions of approval, they did not look good because the conditions did not specify a material. It was something they could be more specific about in the future.

6. Adjournment

Chair Schlagenhauer adjourned the meeting at 7:57 PM.