



Planning Commission Minutes

Note: Anyone wishing to speak at any Planning Commission meeting is encouraged to do so. If you wish to speak, please rise and, after you have been recognized by the Chair, give your name and complete address for the record. You will then be allowed to speak. Please note the public testimony may be limited by the Chair.

June 13, 2023

REGULAR MEETING

***DRAFT* Minutes**

I. CALL TO ORDER:

Chair Verner called the meeting to order at 7:00 p.m. at the Civic Center Council Chambers, 1175 E. Main Street. She welcomed Commissioners Gregory Perkinson, Russell Phillips, and Susan MacCracken Jain. Commissioner MacCracken Jain was unable to attend the meeting.

Commissioners Present:

Lisa Verner
Kerry KenCairn
Doug Knauer
Eric Herron
Gregory Perkinson
Russell Phillips

Staff Present:

Brandon Goldman, Community Development Director
Derek Severson, Planning Manager
Aaron Anderson, Senior Planner
Michael Sullivan, Executive Assistant

Absent Members:

Susan MacCracken Jain

Council Liaison:

Paula Hyatt

II. ANNOUNCEMENTS

Community Development Director Brandon Goldman made the following announcements:

- The City received a \$1.58 million grant to be used for the acquisition of a homeless and inclement weather shelter. The grant was provided by the Jackson County Continuum of Care.
- The City Council approved the City's 2024-2025 biennium budget, and also approved some consumer-price index-based increases for planning fees. These will go into effect July 1, 2023.
- Townmakers, LLC has updated the City regarding their development of the Croman Mill Site. The Department of Environmental Quality (DEQ) has collected site samples and will have the results of the tests in July, 2023. The application from Townmakers, LLC will be dependent upon the level of cleanup necessitated based on the results of those tests, and staff expects the group to apply for a preapplication conference over the summer. This item could come before the Commission again if the Commission requests it.
- The June 27, 2023 Commission Study Session has four items to discuss: a Chamber of Commerce Economic Diversification Study; an update from the Climate & Environmental Policy Advisory Committee regarding a natural gas ordinance update; a draft review of a Climate Friendly Area (CFA) study; and a discussion on where to hold the 2023 annual





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Commission retreat and the items to be discussed.

Commissioner Knauer expressed interest in hearing the presentation given by Townmakers, LLC, and Mr. Goldman responded that staff would contact them.

III. **CONSENT AGENDA**

A. **Approval of Minutes**

1. May 9, 2023, Regular Meeting

Commissioner Knauer noted that test results included on page 12 of the packet were not seen at the May 9, 2023 meeting. Mr. Goldman noted that those numbers were part of a digital presentation that was given at the meeting that didn't show up in the infographic, but appeared in document form.

Commissioners KenCairn/Knauer m/s to approve the consent agenda as presented. Voice Vote: All AYES. Motion passed 6-0.

IV. **PUBLIC FORUM** - None

V. **UNFINISHED BUSINESS**

- A. Approval of Findings for PA-T2-2023-00040, 1111 Granite St.

Commissioners Knauer/KenCairn m/s to approve the findings as presented. Voice Vote: All AYES. Motion passed 6-0.

- B. Approval of Findings for PA-T2-2023-00042, Clear Creek Dr. Parcel 7 - 391E09AB TL 6700 & 391E09AA TL 6200

Commissioners KenCairn/Knauer m/s to approve the findings as presented. Discussion:

Commissioner Herron asked if changes were made to the findings. Chair Verner noted that the Commission had suggested changes, which Mr. Goldman stated were included on pages 90-91 of the findings. **Voice Vote: All AYES. Motion passed 6-0.**

VI. **TYPE II PUBLIC HEARING - CONTINUED**

- A. **PLANNING ACTION:** PA-T2-2023-00041

SUBJECT PROPERTY: Tax Lot 404 Clinton St.





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OWNER: Magnolia Heights LLC

DESCRIPTION: A request Performance Subdivision Outline Plan approval for a 12-lot, 11-unit residential subdivision. The application also includes requests for an Exception to Street Standards, and a Tree Removal Permit for four significant trees. Additionally, the applicant has applied for a minor amendment to the adopted Physical and Environmental Constraints map to effectively remove a drainage way from the map that is not extant on the property. And finally, the applicant has addressed the applicability standards of the Water Resource Protection Zone WRPZ by providing a wetland determination demonstrating that there are no regulated wetland resources on the subject property. **COMPREHENSIVE PLAN DESIGNATION:** Single Family Residential; **ZONING:** R-1-5; **MAP:** 39 1E 04 DB; **TAX LOT:** 404 **(PLEASE NOTE: The record and public hearing are closed on this matter. The Planning Commission's consideration of this item will be limited to their deliberation and decision. No further submittals (evidence or argument) will be accepted into the record.)**

Chair Verner read aloud the guidelines for a Type II Public Hearing. She reminded the Commission that this item was continued from the May 9, 2023 meeting. No further submittals or comments will be submitted or accepted at this meeting. The Public Hearing was closed, but the Public Record was left open and allowed for submitted comments to be received for two weeks.

Chair Verner stated that comments were received during this period, though no comments or materials were received after May 30, 2023 (see attachment #1). Chair Verner also noted that Commissioners Perkinson and Phillips were not present at the May 9, 2023 meeting when this item was first heard. She stated that both Commissioners could participate in the continued discussion if they could attest to having thoroughly reviewed the packet materials for the May 9th and June 13th meetings, and have watched the recording of the May 9 meeting. Commissioners Perkinson and Phillips attested that they had done so.

Ex Parte Contact

No ex parte contact was reported. Chair Verner conducted a site visit.

Discussion and Deliberation

Commissioner Perkinson thanked staff for making changes to the findings, and asked if these revisions changed staff's recommendation. Mr. Goldman responded that it did not, pointing out that a new condition was added requiring that the final plan application include the Department of State Lands' concurrence with the submitted wetlands report. Mr. Goldman noted several other changes made to provide further clarification to the findings (see attachment #2).

Commissioner Knauer inquired about whether a Water Resource Protection Zone (WRPZ) always correlates to a wetland. Mr. Goldman responded that the designation of a wetland or a WRPZ along creeks is based on whether they are intermittent or ephemeral, and that staff determined that there





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was no ephemeral creek on that site, as was previously mapped. Commissioner Knauer asked how the City could conclude that an ephemeral creek did not exist given its intermittent nature. Mr. Anderson answered that the wetland delineation report showed that there was no wetland present, and that a visit to the site shows no physical drainage, therefore the WRPZ standards are not applicable. Commissioner KenCairn commented that developments over the last few decades have changed or removed many wetlands and ephemeral areas. She added that the development of the site could also provide any necessary drainage from the site in the event of high precipitation.

Commissioners Perkinson/Phillips m/s to approve staff's recommendation of PA-T2-2023-00041 with the updates provided by staff on June 13, 2023. Roll Call Vote: All AYES. Motion passed 6-0.

VII. OTHER BUSINESS

A. Election of Officers

Commissioner Perkinson motioned to elect Commissioner Verner as Chair. Voice Vote: All AYES. Motion passed 6-0.

Commissioner Herron/KenCairn m/s to elect Commissioner Knauer as Vice Chair. Voice Vote: All AYES. Motion passed 6-0.

VIII. OPEN DISCUSSION

Councilor Hyatt spoke to the ongoing work at the Croman Mill Site by Townmakers, LLC, emphasizing the role that the Commission will play in that process and the importance of their recommendation that they will make to the Council.

Commissioner Perkinson spoke to the amount of information contained in the Housing Production Strategy (HPS) report, stating that he may have questions about it in the future. Mr. Goldman responded that the Commission would review a number of items contained in the HPS, and that staff will begin reviewing the first of those items in July, 2023 before bringing them to be reviewed by the Commission in the form of a study session.

Commissioner Herron stated that he would not be able to attend the July 25, 2023 study Session.

The Commission discussed when to hold its annual retreat, though no date was decided. Mr. Goldman stated that staff would sent out a poll in order to determine an appropriate date and time.



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Commissioner Knauer inquired how the Croman Mill project would be financed, what risks would be shared with the City, and what the plans looked like for mixed housing. Councilor Hyatt responded that there is no written plan yet, and that the Commission would likely not see any updates regarding this project until the “no further action” notice from the Department of Environmental Quality is lifted. Mr. Goldman added that the applicants have multiple plans for residential, mixed-use, and commercial buildings on the site, and that the development will require code amendments to take place. Once the applicants complete a pre-application they will provide the Commission with a conceptual plan, but the Commission will not review the application until it comes before them in the formal Public Hearing process.

IX. **ADJOURNMENT**

Meeting adjourned at 7:41 p.m.

*Submitted by,
Michael Sullivan, Executive Assistant*

Next Meeting Date: June 27, 2023