

**PLANNING COMMISSION MEETING
REGULAR MEETING
Thursday, February 4, 2010
City Council Chambers, 1001 Bridge Street, Vernonia OR 97064**

MINUTES

Call to Order – Dan Brown, Chairman called the meeting to order at 7:00 pm

Commissioners Present: Dan Brown, Sharon Parrow, Nancy Dailey, Grant Williams, Alan MacComb and James Baraibar. Don Wallace was absent.

Staff Present: Carole Connell, Planning Consultant; Bob Young, City Administrator
Joann Glass, Secretary

Approval or Additions to Agenda

Nancy Dailey moved to approve the Agenda as presented. The motion was seconded by Sharon Parrow. Motion passed.

Topics from the Floor

Donna Webb suggested that a “new business” packet with the regulations and most frequently asked questions that pertain to businesses on signs, fences, parking etc. be developed to help educate business owners early on.

Consent Agenda

1. Minutes from January 21, 2010

James Baraibar moved to approve the consent agenda as written. The motion was seconded by Sharon Parrow. Motion passed.

Unfinished Business

1. Sign Code – Direction from City Council

On February 1, 2010 City Council closed the public input portion of the Public Hearing for the Sign Code. Council directed the City Administrator to take to the Planning Commission the report from the Businesses and the questions that the Council had.

After discussion the City Administrator said he will let Council know the key comments (other than typos) that have been raised by Council and businesses need to be developed by the Planning Commission, and explained to Council, possibly including a visual presentation.

New Business

1. Change of Occupancy Procedures

The Planning Commission was given information from the Building Department LLC on Change of Occupancy rules as outlined in the State Building Code. The owner of the building is liable for safety code, fire code, ADA compliance and building codes.

2. Parking Study

The parking study has been on the agenda of the Planning Commission numerous times. There were previous studies and policies on one way streets, angle parking, traffic patterns, spaces needed. Carole Connell gave the

Commissioners a list of prior parking documents and policies that she has been able to find. Some say there is a shortage and some say there is not. The last recommendation was sent to Council in 2008. Dan Brown gave Carole a few more documents he has in his file. Carole Connell gave to the Commission a report she prepared on experiences from Seaside and Cannon Beach on how they funded and maintained their downtown public parking lots. The Commission agreed that first more information needs to be gathered by staff to help with the study, including a survey of parking space needs based on current businesses and zoning regulations, as compared to the number of parking spaces available. Ultimately there will be a recommendation to Council.

Correspondence

There was no correspondence

Planning Consultant Report

1. Report on Fences

Carole and Joann drove around and looked at several fences

The fence on North and Grant is not a safety hazard.

The fence on Grove and Mist is in compliance with set backs.

Dan reminded the Commission that there needs to be flow through. In a 100 year flood plan there needs to be a break away fence.

2. Commercial Zoning Analysis: Carole let the Commission know that the City did not receive the DLCDC grant for the economic analysis needed as a basis for the Commercial Zone changes the Commission is working on.

Commissioner Reports

Dan Brown let the Commission know that there is still compliance enforcement that must be met as far as vents and backfill to properties to meet FEMA requirements.

Nancy Dailey asked about abatements

Bob Young reminded the Commission that they can fill out complaints and Clean-Up Day will be April 17. There will be educational information to help with cleaning up property. The City may want to have a booth on nuisance abatement.

Adjournment: The February 4, 2010 Planning Commission Meeting adjourned at 8:35 pm

The February 4, 2010 minutes were approved by the Planning Commission on February 18, 2010