

**PLANNING COMMISSION MEETING
REGULAR MEETING
Thursday, June 3, 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

Planning Commission Present: Dan Brown, Sharon Parrow, Nancy Dailey, Don Wallace, Grant Williams, Alan MacComb, James Baraibar.

Staff Present: Carole Connell, City Planner; Jeff Bennett, City Attorney; and Joann Glass, Secretary

Additions or Corrections to the Agenda

Unfinished Business: Move No. 3 to No. 1 so that Jeff Bennett won't have to stay late.

Don Wallace moved to accept the agenda with the changes. The motion was seconded by Grant Williams. Motion passed.

Topics from the Floor

No topics from the floor

Consent Agenda

1. Minutes from May 20, 2010

James Baraibar moved to approve the minutes as written. The motion was seconded by Alan MacComb. Motion passed with one abstain, Don Wallace was absent.

Unfinished Business

3. Infrastructure Improvement Methods – report by Jeff Bennett, City Attorney

Jeff Bennett explained to the Commission three pathways for requiring infrastructure improvements, (Memo attached).

1. If it is a safety issue, require improvements at the time of construction. The City is liable and may get sued
2. When safety is not an issue but it makes physical sense to complete the improvements now, then the City has the authority to attach a condition of approval for improvements to be made now.
3. Require later through bond, CIP project or Waiver of Remonstrance
Waiver of Remonstrance is a document that is recorded with the title and at a later time an LID can be formed and the property owner cannot object to the infrastructure improvement. The best option would be to have the developer put the infrastructure in at the same time construction is starting.

Waiver of Remonstrance contracts should be done with all new construction. A waiver can include all infrastructure or part of the infrastructure depending on the

property being built and the existing conditions in the neighborhood or subdivision. The City could also consider an ordinance stating that for purposes of efficient land use best served by re-platting prior subdivisions (pre-1970 state subdivision law), land division or development permits in pre-platted areas shall be required to re-plat their land and signing a Waiver of Remonstrance that covers all the original parcels under that single ownership. In the future, new subdivisions need to require that all infrastructure is installed before any building is done.

2. Parking Plan Update

The Chamber of Commerce sent out a reminder for all businesses to answer the questions for their building size, type of business etc. and the response has not been effective. Carole said about 8 of the estimated 40 properties have responded. The City will wait until the next meeting and then if there are no more response staff will need to go and measure the properties.

3. Draft Sign Code Status

Dan Brown has composed a summary for easier consideration all of the recommendations from most of the strategic plans that have been done over the years. Council has asked that the Planning Commission look at the internal lighting of signs, the theme, and the fee. The fee is set by Council not the Planning Commission. The adopted Strategic Plan has a theme already in it and the Planning Commission will give a background as to why the theme was chosen. The verbiage for the internal lighting needs to be looked at closer after looking at all of the strategic plan input. Carole recommended forwarding comments to Council soon.

4. 1997 Strategic Plan Workshop – memo attached from 5/6/10 meeting discussion.

Having an adopted strategic plan is important to Planning. The 1997 Strategic plan and vision is what has been referred to when making decisions and recommendations for the city. The Planning Commission will look at the adopted 1997 Strategic Plan and Vision and update only the verbiage relevant to the Commission. The Commissioners will take the adopted plan along with the 2010 plan that was presented and not adopted and have a work session to insert what has been already done and what the goals are for the future.

The audience was very critical toward the Commission on the Commission's role in the strategic plan and how the Commission is going to update the new adopted 1997 plan.

New Business

No new business for this meeting.

Correspondence

No Correspondence for this meeting.

City Planner Report

Carole Connell reported that there is a lot that is going to be happening in the near future. The annexation and zoning for the new School has been filed, and that the WOEC

substation improvements and new building projects will be filed soon. There will be new mandated FEMA land use changes coming before the Commission this fall.

Commissioner Reports

Sharon Parrow asked the question on how the fees were being paid for Carole's work on these different projects she is working on. Carole let the Commission know that the school and WOEC are being billed for her time above and beyond the land use application fee deposit.

Adjournment: The Planning Commission adjourned the June 3, 2010 meeting at 9:00 pm.

The Planning Commission approved the June 3, 2010 minutes on June 17, 2010