

**CITY OF MILWAUKIE
PLANNING COMMISSION
MINUTES
Milwaukie City Hall
10722 SE Main Street
TUESDAY, September 13, 2016
6:30 PM**

COMMISSIONERS PRESENT

Shaun Lowcock, Vice Chair
Adam Argo
Scott Barbur
Greg Hemer

STAFF PRESENT

Vera Kolias, Associate Planner
Shelby Rihala, City Attorney

1.0 Call to Order – Procedural Matters*

Vice Chair Lowcock called the meeting to order at 6:30 p.m. and read the conduct of meeting format into the record.

***Note:** The information presented constitutes summarized minutes only. The meeting video is available by clicking the Video link at <http://www.milwaukieoregon.gov/meetings>.*

2.0 Planning Commission Minutes

2.1 October 13, 2015

2.2 January 12, 2016

2.3 January 26, 2016

It was moved by Commissioner Hemer and seconded by Commissioner Argo to approve the October 13, 2015 and January 12, 2016 minutes as presented, and amending the January 26, 2016 minutes, correcting Page 2 to reflect that Commissioner Hemer was the Acting Chair. The motion passed unanimously.

3.0 Information Items

Vera Kolias, Associate Planner, announced November 2nd as the Save the Date for the first community conversation about the Visioning Process with speaker Brian Scott, BDS Planning and Urban Design. She added a strong candidate was being considered for the current Planning Commission vacancy, and invited recommendations for other candidates, especially in light of the upcoming second vacancy.

4.0 Audience Participation –This is an opportunity for the public to comment on any item not on the agenda. There was none.

5.0 Public Hearings – None.

6.0 Worksession Items

6.1 Summary: Housekeeping Amendments Discussion
Staff: Vera Kolias

Vera Kalias, Associate Planner, presented the staff report, and reviewed the proposed Housekeeping Code Amendments, which were not intended to affect the meaning or intent or change policy of the Code. She noted the project timeline and expected to have the amendments adopted by end of the year. She confirmed she would contact the Commissioners who were absent to get their feedback as well. She addressed questions from the Commission regarding zone designations, definitions, and locations; the processes involved for determining exemptions and initiating boundary changes to the Natural Resources Map; and the differences between additions and accessory structures, County Land MR1 and City R-2 zones, and R-2 and R-3 zones.

Key points of discussion and changes regarding certain Code sections were as follows:

- MMC 19.401 Willamette Greenway Zone WG – Concern was expressed about Subsection 19.401.5.D and the need for a more public process regarding the arbitrary 250-ft trigger proposed for a Type II review. Input was needed, especially from those within the Willamette Greenway Overlay Zone, and such changes would involve a change to the Comprehensive Plan, which would require a public hearing. The Commission consented to maintain the original Code section with the addition of proposed Subsection 19.401.5.B regarding exempted activities.
- MMC 19.502 Accessory Structures – Further clarification was needed regarding for whom interior passages were intended.
- MMC 19.600 Off-Street Parking and Loading – The Commission agreed that both proposed options for widening a driveway should be allowed.
- MMC 19.904 Community Service Use – Wireless Communication Facilities – Table 19.904.11.C should be changed to read “P/III” for Planning Commission review. The change would also be noted in the legend. **Ms. Kalias** would ensure the proposed amendments were consistent with the existing Code tower height requirements. The Commission supported including the highlighted language taken from the FCC.
- MMC 19.907 Downtown Design Review – To avoid excluding unique or artistic site improvement options, such as decorative or bike share bicycle rack systems, an option for DLC review should be provided if such features deviated from existing design standards.
- MMC 14.16.050 Manufacturing Zones (Signs) – **Ms. Kalias** corrected the language in the last sentence of the commentary of Item 2 (6.1, Page 27) to state that only one roof sign was allowed.

Ms. Kalias added that staff also recommended creating a Type II variance process for varying the height of a fence. She circulated a memorandum from Denny Egner, Planning Director, to the city manager regarding a fence situation in Island Station. Currently, all fence height adjustments required a Type III process.

Commissioner Hemer maintained the \$1,000 Type II variance fee for a fence height variance was disproportionate to the cost of a fence, which was a pretty straightforward project. **Ms. Kalias** explained the fee applied to all Type II variances and was intended to help pay for the cost of conducting the Type II variance process.

The Commission agreed fence height variances should be a Type II review so neighbors would know the reason for the proposed change in fence height.

Commissioner Hemer suggested modifying the solar orientation standard so that it only applied to a 50-lot subdivision. It was not applicable to individual homes. In addition, a simple

tree ordinance, at least for new residential construction, was needed within the next couple months. The Parks and Recreation Board was working on one for the Tree City Program. A simple tree ordinance would help avoid further contention in the future and help balance property owners' rights with those who value trees

7.0 Planning Department Other Business/Updates

8.0 Planning Commission Discussion Items

Chair Lowcock encouraged the public to participate in filling the vacancies on the Commission.

Commissioner Argo noted that the North Milwaukie Industrial Area Advisory Group had toured and discussed the site and several properties, and applied a Strength Weakness, Opportunity, Threat (SWOT) type of analysis, which was enlightening and worthwhile. The consultant, MIG, would present an existing conditions report at an upcoming meeting. He would continue to update the Commission about the project, and added the area provided a unique opportunity to make an effective economic and vibrant district as it transitioned to downtown.

9.0 Forecast for Future Meetings:

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| September 27, 2016 | 1. S-2016-001 5126 SE King Rd 14-Lot Subdivision, New
Commission Chair Election, Visioning Community Conversation |
| October 11, 2016 | 1. Worksession: Housekeeping Amendments Discussion |

Meeting adjourned at approximately 8:21 pm.

Respectfully submitted,

Alicia Martin, Administrative Specialist II



Shane Abma, Chair, for
Shaun Lowcock, Vice Chair