

**WOODBURN PLANNING COMMISSION WORKSHOP/MEETING
MINUTES
October 25, 2012**

CONVENED: The Planning Commission met in a public meeting session at 7 p.m. in the City Hall Council Chambers, with Chair Ellen Bandelow presiding.

ROLL CALL:

Chair	Bandelow	Present
Vice-Chair	Piper	Absent
Commissioner	Corning	Present
Commissioner	Grigorieff	Present
Commissioner	Lima	Present
Commissioner	Ellsworth	Present
Commissioner		Vacant

Staff Present: Jim Hendryx, Economic & Development Services Director
 Jon Stuart, Assistant City Attorney
 Don Dolenc, Associate Planner
 Vicki Musser, Recording Secretary

Chair Bandelow opened the meeting at 7 pm, and led the Commissioners in the flag salute.

Minutes

The October 11, 2012 minutes were unanimously approved.

Business from the Audience

There was none.

Communication

There was none.

Items for Action

There were none.

Public Hearing

VAR 2012-03, 1585 N. Pacific Highway, Bank of America ATM Kiosk: “The applicant seeks to place a walk-up ATM kiosk on a lot at the southwest corner of Mt. Hood Avenue and N. Pacific Highway. The property is zoned Commercial General (CG). Abutting properties are also zoned Commercial General (CG). The applicant requests a variance to reduce the setback abutting N. Pacific Highway.”

The property is located at the intersection of Mt Hood and 99E. The applicant proposes to install a free-standing kiosk in one corner of the property, south of the Centro sign and west of trees along the property border. The kiosk is a building, well within the 15-foot setback of 99E. If there were no encroachment, the kiosk would only require a Type 1 Design Review. The kiosk will not be manned, but simply serve as a receptacle for ATM deposits. Planning Division staff recommends approval, subject to the following conditions:

1. The property owner shall execute an acceptance of these conditions on a form provided by the City.
2. The property owner shall develop and maintain the subject property in accordance with all provisions of the WDO, whether or not addressed in the staff review, conditions of approval, or public hearing.
3. The property shall be developed in substantial conformity to the plans attached hereto as Exhibits A through D, except as modified by these conditions of approval.
4. The new accessible parking space shall meet the minimum ADA required width of 9'-0" before issuance of a building permit.

Commissioner Ellsworth asked if the kiosk might conflict with any utilities. Associate Planner Don Dolenc said that Public Works did not note any utilities in their comments on the variance, but if necessary, the kiosk could be moved slightly.

Applicant: Melody Herring, 9716 178th Place NE #201, Redmond, WA 98052: The applicant noted that there is a sewer line deep underground, but that it won't conflict with the proposed ATM kiosk. She stated that Bank of America is well within the regulated amount of parking. The kiosk won't affect the present landscaping. The design presented in the staff report is typical of the kiosk proposed to be put in this location, with the door to the south.

No one spoke on behalf of the application.

No one spoke in opposition to the application.

The Commissioners discussed the variance. The general consensus was that the proposal was straight-forward and clear.

Motion: Commissioner Lima made a motion that VAR 2012-03 be approved with the standard conditions, and directed that the Chair be allowed to sign the Final Order. Commissioner Grigorieff seconded the motion. The Commissioners voted unanimously to approve the variance.

Workshop

Director Hendryx began the workshop by directing the Commission’s attention to Section 2 of the Woodburn Development Ordinance (WDO); specifically, to Section 2.105, *Overlay Districts*, and then proceeding on throughout the Section from there, pausing for comments and questions. Generally, Section 2 has been reformatted and indexed, but there are no substantive changes.

The Commission had several questions in regards to Section 2.201, *Accessory Structures*, which deals with regulations for access structures such as fences, free-standing walls, detached garages and gazebos. This section discusses the newly standardized and simplified vision clearance requirements. The Commissioners decided that they wanted to discuss accessory building and parking regulations for residential properties in more detail, and these topics will be re-addressed at the next meeting. They also had various questions about telecommunication issues, which are dealt with in Section 2.203 *Specific Conditional Uses*, and which are presently allowed only in industrial zones.

Assistant City Attorney Jon Stuart noted that the WDO is primarily about immovable land use topics. Moveable items (such as cars, boats, RV’s) are basically regulated by municipal code. Code enforcement officers work to educate the public regarding infractions.

At the next workshop, accessory building and parking regulations will be discussed, and then the Commission will move on to Section 3.

Items for Action

The next Planning Commission meeting is scheduled for Thursday, November 8th. There won’t be a meeting on the following regularly scheduled meeting date, November 22nd, due to Thanksgiving. The Commissioners indicated that the majority of them would be able to attend a meeting on Thursday, November 29th, at which time a land use application would be presented.

Adjournment

Commissioner Lima made a motion that the meeting be adjourned, and Commissioner Grigorieff seconded it. The meeting was adjourned at 8:24pm.

APPROVED Ellen Bandelow
Ellen Bandelow, Chair

Nov 8 2012
Date

ATTEST James N.P. Hendryx
James N.P. Hendryx
Economic & Development Services Director
City of Woodburn, Oregon

11/9/2012
Date