



SCAPPOOSE PLANNING COMMISSION
Council Chambers at City Hall
33568 East Columbia Avenue

THURSDAY, DECEMBER 13, 2012 at 7:00 p.m.

CALL TO ORDER

Chair Negelspach called the Scappoose Planning Commission meeting to order at 7:01 p.m.

ROLL CALL

The regular meeting of the Scappoose Planning Commission was held December 13, 2012 in the Council Chambers located at City Hall at 33568 East Columbia Avenue in Scappoose, Oregon with the following present:

Planning Commission:

Chris Negelspach	Chair
Ron Cairns	Vice Chair
Don Dackins	Commissioner
Anne Frenz	Commissioners
Bill Blank	Commissioner
Mike McGarry	Commissioner
Carmen Kulp	Commissioner

Staff:

Brian Varricchione	City Planner
Susan Reeves	City Recorder

In the audience is Planning Commissioner Barb Hayden.

APPROVAL OF MINUTES ~ October 11, 2012

Vice Chair Ron Cairns moved and Commissioner Anne Frenz seconded the motion to approve the October 11, 2012 Planning Commission meeting minutes as amended. Motion passed (7-0). Chair Negelspach, aye; Vice Chair Cairns, aye; Commissioner Dackins, aye; Commissioner Frenz, aye; Commissioner Blank, aye; Commissioner McGarry, aye and Commissioner Kulp, aye.

CITIZEN INPUT

None

OLD BUSINESS

Discussion on Potential Development Code Updates

City Planner Brian Varricchione went over the staff report. He explained the bulk of this didn't change. He reviewed where things stand on updating the code. He explained we have had a few discussions at prior meetings and some of those topics the Planning Commission has already discussed he has already put language in front of them for feedback. He explained he is working toward packaging everything together and to put the application for the formal public hearings in front of the Planning Commission and City Council to update our code. So that is what he is working towards. He explained the packet that you got for this meeting, some of the code updates are items that you previously discussed like some definitions and maybe a handful of other options like screening of loading areas. He explained the rest of it you haven't seen. He explained what he is trying to do is improve our language on procedures and processes for how we review an application and what the approval standards are. He explained when he reads the code he sees approval standards and approval processes all over the place. He explained it makes it a little challenging at times to know how to proceed, so he wants to eliminate the redundancies, put all the procedural stuff in the procedural chapters which are at the end of the code. He explained by doing that anytime we have to process an application we just go to that section, he thinks it will be a little bit cleaner. He is also trying to take some ideas from model code that is published by the State of Oregon, which was published this year. He explained where you will see something of that language, as he said, is at the end of the code; the Legislative, Quasi Judicial and Limited Land Use chapters, as well as starting on page 2 of the memo which is Chapter 17.22 Amendments to the Title Comprehensive Plan and Maps. He explained this is the chapter about how do you amend the code or the comprehensive plan. He explained he is taking samples from the model code there and inserting some of their language which is similar to the language we had and then adding in a paragraph about making sure to comply with the Transportation Planning Rule.

City Planner Brian Varricchione went through some of the highlights of his memo.

City Planner Brian Varricchione explained in Chapter 17.22 the updates that he put in, as he said, were from the model code, so in the purpose paragraph just adding a little commentary as to when and why amendments might be needed. He explained in 17.22.030 Quasi-judicial amendments he is striking the approval criteria and then putting that into its own section because in his view the approval criteria should apply anytime the zoning maps or comprehensive plan maps are changed whether that's Quasi Judicial or Legislative and the way had it been written before is the approval criteria only kicked in for Quasi Judicial.

City Planner Brian Varricchione asked the Planning Commission if they wanted further explanation on that chapter or if there are questions. There were no questions at this time.

City Planner Brian Varricchione went over Chapter 17.26 Definitions. He explained some of the definitions that he put in here aren't changed at all but he just put them in because they provide some context for ones that are changing. He explained at the last meeting there was a big discussion about accessory buildings, he proposed language that they include garages, carports, sheds, etc. and our definition of building had a phrase in there about buildings are only structures

that are greater 120 square feet or 10 feet in height. He explained he did a bit of research on that issue, talked to the Building Official, who has some history on it and reviewed other city's codes and model codes and no one else has size in their definition for a building. He thinks what the City was trying to do 15 years ago was say that if your building is less than a certain size you don't need a building permit, which is true under the building code and really doesn't need to be spelled out in the land use code. He explained under flag lots, just making a minor language change because the old definition referred to a frontage lot but a frontage lot is not a defined term. Under height he just clarified the actual name of the Airport Overlay Zone. Under definition of lot he took some language from the model code. The words lot, parcel, and property may be used interchangeably. He explained we see that people kind of casually use those words and they all mean the same thing. He explained looking at lot of record; basically that means an old piece of land. He explained in regards to through lots, he is just borrowing some language from the model code to make it a little more clearer. He explained same with owner. He explained for the definition of road he is just crossing it out and saying see street. He explained under private street he is not sure why they had the comment about access to no more than three dwelling units or primary structures. He explained that really is irrelevant. He explained he updated the definition of yard. He did insert street side yard because we do use that phrase.

Chair Negelspach asked if there were any questions. There were none.

City Planner Brian Varricchione explained the next four chapters (17.62, 17.77, 17.78 and 17.79) he is putting in Public Support Facilities. He explained this is a defined term which means services which are necessary to support uses allowed outright in the underlying zone and involves only minor structures such as power lines and poles, phone booths, fire hydrants, bus stops, benches, mailboxes, etc. He explained where that came from was Columbia County approximately three years back did a countywide transit plan and in addition to planning for what will bus service look like over the next fifteen years they had certain recommended changes to every city and county code and one of the ones that they recommended for the City of Scappoose was to add that public support facility so it's clear you could have a bus stop.

City Planner Brian Varricchione explained the next Chapter 17.100 Landscaping, Screening and Fencing, under paragraph B this is one that you have seen at the last meeting, the screening of loading areas and he had put question marks in for the height of the fence or the screen and there were a variety of opinions expressed but what he thinks he understood is that the Planning Commission would like at least six feet of screening and that it may be necessary to have something taller depending on the actual site itself so that is the language that he put in.

Chair Negelspach thought there was a comment made that we were going to look at some other code examples. He replied it seems acceptable to him but if we are still in the draft mode it might be worthwhile to look at another city's code, perhaps St. Helens.

City Planner Brian Varricchione went over Chapter 17.106. He explained he is proposing, so far at least, only one minor change to the parking code and that is from observation from an area that is not working too well. He explained when the OHSU clinic opened on Old Portland Road we had cars spilling out all over the place, parking on the street and it was a big mess. He explained that was sort of alleviated because the owner put in some surplus parking, if you will. He explained part of the reason it works currently is that their building in back is still half empty.

He explained depending on the use that goes in there, this parking lot could get very full again so he has a few reference books that talk about parking standards that are used and they have examples from all different sizes of cities. He explained the number we have in our code now is for medical and dental uses you need one parking space per four hundred square feet of gross floor area and that appears not to be enough. He explained most of the references in that book required either one space for two hundred square feet or one space for two hundred fifty square feet, somewhere in that range. He picked two hundred and fifty.

Commissioner Blank replied he thinks that is a good suggestions knowing what we have seen over there.

Chair Negelspach explained he has witnessed that too and he agrees.

City Planner Brian Varricchione read over the City of St. Helen's landscaping and screening code. He explained they don't talk a whole lot about how you would specifically screen a loading area other than saying it must be effectively screened from view.

Chair Negelspach explained he thinks that is probably you want trash areas or loading docks which are usually full of trash or pallets, they typically get used for storage so it is good to have those screened.

City Planner Brian Varricchione explained one thing that hasn't been talked about was landscape aisle and trees. He is not sure if the Planning Commission is interested in seeing it in our code.

Vice Chair Cairns replied he likes the way it is with the trees along the edges of parking lots.

Chair Negelspach stated that is a tough call. He thinks it kind of runs counter to more common practices around the state because most jurisdictions have pretty stringent requirements about the number of parking lot trees or trees that abut the parking lot per area or per number of stalls. He thinks it probably is worth looking at some typical code that would provide some options. He talked about having trees surrounding parking lots where you can't find it.

The Planning Commission discussed the trees in the Fred Meyer parking lot blocking the lights.

City Planner Brian Varricchione replied so probably a threshold of pick a number, if you have forty parking spaces or more, then you are probably a retailer or an office of considerable size then you have to put them in but less than that you wouldn't.

Chair Negelspach explained a lot of codes state if you have more than ten contiguous stalls that stand alone then you should have so many trees per stall.

City Planner Brian Varricchione stated he is hearing maybe some interest in looking at examples or draft language.

Chair Negelspach replied you want to give a retailer an opportunity to adjust the location so it's not obscuring their building and so code language that would allow a view corridor to the front door. He explained he wouldn't suggest it be very strict.

City Planner Brian Varricchione explained on page 8 and 9 the subdivision and partition chapters this is where he is proposing primarily to strike out language that is redundant with other language in our procedure chapters.

City Planner Brian Varricchione explained the rest of this which is thirty some pages is updating our procedure, trying to make them more reflective of suggestions from the model code, as well as sometimes putting in how we actually do things. He explained there is language in there that we don't need any more.

Chair Negelspach talked about areas encroaching in Federal areas, or FEMA or Army Corp and the process. He just wants to make sure that is covered.

City Planner Brian Varricchione explained regarding the rest of the memo he is trying to insert items from the model code and improve the procedures. He explained on page 13 you will see a bunch of new language about notice of legislative public hearings. He explained we used to say 45 day notice to DLCD, they have changed the rules, it is now 35 days, so he is updating that.

Chair Negelspach asked City Planner Brian Varricchione to comment on why he added 17.164, procedure for decision making, Limited Land Use, page 40.

City Planner Brian Varricchione replied he added all that about ex parte communications which he just cut and pasted from our quasi judicial chapter. He has in his notes that he wants to make sure our attorney approved that addition. He explained the process of ex parte contact. He talked about declaring that you have visited the site. He went over ORS 244.135. He thinks the best advice is always disclose, you can't go wrong by disclosing.

City Planner Brian Varricchione explained at a training he attended they had a discussion on food carts and he thought he would use their language, but their presentation basically said food carts are cool and we are working on language.

Chair Negelspach thanked City Planner Brian Varricchione for going through all this. He explained he would suggest when they go through some more challenging code sections maybe they trim the agenda items down slightly.

COMMUNICATIONS

Calendar Check

Next Planning Commission is scheduled for January 10, 2013.

Commission Comments

Commissioner Blank stated to City Recorder Reeves that she did an excellent job, except for the little typo things, putting the minutes together to capture the essence of everything they discussed.

Chair Negelspach replied it always amazes him that they talk that much and that she is actually able to capture all that. He stated to City Recorder Reeves we all appreciate your efforts.

Commissioner Blank stated to everyone enjoy the Christmas Holiday.

Barb Hayden talked about the night with Santa held at the Watts House.

Vice Chair Cairns talked about the issue of an eyesore over in the SE 2nd area where the property is undeveloped.

City Planner Brian Varricchione explained the police department processes the nuisance complaints.

Chair Negelspach explained the Soccer Club is on the next City Council agenda regarding possibly using the pool site temporarily until the pool is built to allow the kids to play soccer there.

Commissioner Kulp stated that is a good idea, she likes that.

Commissioner Blank stated it might be a good use for it, there's no doubt about it. He explained it depends on how great of a field they want because it could be very expensive.

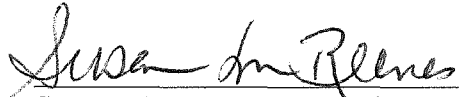
Chair Negelspach explained last night was the first Transportation System Plan Advisory meeting.

Staff Comments

Happy Holidays.

ADJOURNMENT

Chair Negelspach adjourned the meeting at 9:22 p.m.


Susan M. Reeves, MMC, City Recorder


Chair Chris Negelspach