



PUBLIC NOTICE

AUMSVILLE PLANNING COMMISSION MEETING

Thursday, November 5, 2020 - 6:00 PM

Aumsville Community Center, 555 Main Street, Aumsville, OR

AGENDA

CALL TO ORDER: 6:00 pm

VISITORS: NONE

APPROVAL OF MINUTES: August 20, 2020

Sample Motion: I make a motion to approve the August 20, 2020 Planning Commission Minutes as presented.

UNFINISHED BUSINESS: NONE

NEW BUSINESS: NONE

CORRESPONDENCE: NONE

OTHER BUSINESS: Work Session discussion.

FUTURE AGENDA ITEMS: TBD

NEXT MEETING: to be determined.

ADJOURNMENT

***PUBLIC COMMENT:** Due to the COVID-19 Virus, Commission will Accept Public Comment by Email to rcrowther@aumsville.us or drop in the City Hall payment drop box/lobby by noon on November 5th, 2020.

****VISITORS:** The meeting will be conducted via video conference call. For information about how to attend the meeting, please email rcrowther@aumsville.us to request instructions.

The City of Aumsville does not, and shall not, discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.

Anyone wishing to speak on an agenda item should ask to be recognized by the Chair at the beginning of that agenda item. The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired, or for other accommodations for persons with disabilities should be made at least 48 hours prior to the meeting. Please call (503)749-2030 and leave a message or Oregon Relay service for TDD at (800) 735-2900.



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AUMSVILLE PLANNING COMMISSION MEETING MINUTES

Thursday, August 20, 2020

The meeting was called to order at 6:07 PM via Zoom by Chair Dan Kluver. Commissioners also present were Carrie Murphy, Russ Snow, Tom Youmans, and Walter Wick. Commissioner absent were none. Staff present was City Administrator Ron Harding (CA Harding) and Office Assistant Ryanne Crowther via Zoom. Also present via Zoom was City Planner (CP) Mcrae Carmichael from Mid-Willamette Valley Council of Governments (MWVCOG) and Brian Vendetta from Udell Engineering. There were 0 members from the public present.

PUBLIC HEARING: Site Development Review, A+ Flagging (File 2020-04)

The Public Hearing was opened at 6:07 PM. Chair Kluver read the Opening Statement, covered Preliminary Matters, and asked if there were any Declarations of Interests or conflicts in this matter. There were no objections to the notice given or the Commission's standing to decide the application.

Staff Report: Staff report was given by CP Mcrae Carmichael from MWVCOG. CP Mcrae discussed each criterion within the staff report and associated findings. She discussed the site location, uses, parking, landscaping, buffering, and screening of an office and warehouse for a construction flagging company at 210 Klein St. CP Mcrae read the conditions of approval in full from the staff report. Staff recommended approval as conditioned based on the compliance with the applicable criteria contained within the staff report.

Applicant Testimony: Applicant testimony was given by Brian Vandetta from Udell Engineering. He said while he understood the conditions, the applicant asked that Condition #17 be revised or reconsidered in regard to the paving of Klein. Mr. Vandetta felt his client should not be required to pay for the improvement alone.

Chair Kluver asked CA Harding to comment on the request. CA Harding stated that the city road standard is 60 feet with sidewalks and curb. He stated that the city engineer was only requiring 22 feet to safely allow for two lane vehicle travel. CA Harding also stated that staff included the ability to apply for an NRA for some of the improvements but ultimately that would be up to the city engineer to determine what could be included. He felt this was already a minimum requirement. CA Harding stated, as far as requiring adjacent property owners to pay for part of the development so the applicant can access their property, that was outside of his ability to answer if that possible.

There were no Proponents, Opponents, Governmental Agencies, or General Testimony.

There were no Questions from the Public.

Applicant and Staff gave a brief summary of their testimonies. No new information was presented.

The Hearing closed at 6:43 PM.

After deliberation, including discussion, Commissioner Murphy made a motion to adopt the staff report and APPROVE the requested A+ Flagging Site Development Review 20-04, subject to the conditions of approval set forth in the staff report. Commissioner Snow seconded the motion. Voting in favor were Chair Kluver and Commissioners Murphy, Wick, Youmans, and Snow. The motion passed unanimously.

APPROVAL OF MINUTES: May 21, 2020

Commissioner Murphy moved to approve the minutes from the May 21, 2020 meeting. Commissioner Snow seconded the motion. Voting in favor were Chair Kluver and Commissioners Murphy, Wick, Youmans, and Snow. The motion passed unanimously.

NEXT MEETING: TBD September 2020 – Community Center 555 Main Street, Aumsville, Oregon 97325.

ADJOURNMENT OF PLANNING COMMISSION MEETING: 6:57 PM without objection.

Planning Chair

TREE BOARD: Street Tree list additions. Chair Kluver opened the Tree Board meeting at 6:57 PM. CA Harding gave a brief overview of the trees recommended by the grower and Public Works for street trees and outlined the street tree projects the City has planned in the near future.

After discussion, Commissioner Snow made a motion to approve the additions to the city street tree list as presented in the staff report. Commissioner Wick seconded the motion. Voting in favor were Chair Kluver, Commissioners Youmans, Wick, Snow, and Murphy. The motion passed unanimously.

ADJOURNMENT OF THE TREE BOARD MEETING: 7:07 PM without objection.

ORDINANCE NO. ~~XXX~~354**AN ORDINANCE ESTABLISHING ~~A~~ CITY PLANNING COMMISSION;
PRESCRIBING ITS POWERS AND DUTIES; REPEALING ORDINANCE 354; AND
DECLARING AN EMERGENCY.**

The ~~e~~City of Aumsville ordains as follows:

Section 1. Ordinance 354 re-established and recreated ~~the a~~ city planning commission ("~~Commission~~"), ~~herein referred to as the commission~~, for the city of Aumsville, Oregon. This Ordinance perpetuates the ~~e~~Ccommission.

Section 2. The ~~e~~Ccommission shall consist of five members ~~none of whom shall be who are not~~ officials or employees of the city, ~~two one~~ of whom may reside outside the city limits but within the ~~City's~~ urban growth boundary; ~~and~~ one ~~whom~~ may be a current Aumsville ~~B~~business ~~O~~owner residing within or outside of the Aumsville urban growth boundary. ~~All other commission members must reside within the city limits. The mayor shall serve as an ex-officio member of the commission, with the right to take part in its discussions, but shall not have the right to vote.~~ Commission members ~~shall~~ receive no compensation.

Section 3. Members of the commission shall be appointed by the mayor; with the ~~consent approval~~ of the majority of the ~~city~~ council, for terms of two (2) years. ~~Terms shall be staggered so two (2) members are appointed in odd-numbered years and three (3) in even-numbered years.~~

Section 4. Appointments to fill vacancies on the ~~C~~commission shall be for the remainder of ~~anthe~~ unexpired term ~~and~~ in the same manner as set forth ~~In Section 3 above for appointment of all commission members, by the mayor with the approval of the majority of the city council.~~

Section 5. Any member of the ~~C~~commission may be removed by the ~~city~~ council ~~after a hearing and their position declared vacant~~ for misconduct or non-performance of duty. A ~~commission~~ member ~~who is~~ absent from three (3) consecutive meetings; without an ~~approved~~ excuse ~~from as approved by~~ the ~~C~~commission; is ~~presumptively deemed ed to be in~~ non-performance of duty; ~~and the city council shall declare the position vacant, unless they find otherwise.~~ Removal ~~of any member of the commission~~ shall be only upon a majority vote of the entire council ~~of the city.~~

Section 65. At its first meeting of each calendar year, the ~~e~~Ccommission shall elect a ~~chairman~~ and vice-chairman ~~from among the Ccommission members who shall be voting members of the commission to serve one-year terms.~~

Section 76. The ~~e~~Ccommission shall select a secretary who need not be a member of the ~~C~~commission. The secretary shall keep an accurate record of all

~~Commission proceedings consistent in accordance with State law and Council policy. The commission shall report the same to the city council within a reasonable time after the commission meeting.~~

Section 87. ~~A majority of the Three~~ members of the ~~C~~ommission shall constitute a quorum. The ~~e~~Commission shall meet at least once a month ~~unless the Chair cancels the meeting due to the lack of agenda items or the likely lack of a quorum.~~ Meetings of the ~~e~~Commission shall be ~~conducted consistent in accordance with the Oregon Open Meetings Law and Council policy open to the public.~~ Meetings other than at regularly scheduled times shall ~~may~~ be announced at a prior meeting and ~~thereby~~ made a part of the minute records.

The ~~e~~Chairman, upon his ~~or her~~ own motion, ~~may~~, or at the request of three (3) ~~Commission~~ members ~~of the commission, by giving notice to the members of the commission, may~~ call ~~for~~ a ~~previously unannounced~~ special ~~Commission~~ meeting ~~of the commission to be held at~~ for a time not earlier than twenty-four (24) hours after the ~~public~~ notice is ~~provided consistent with state law given.~~ ~~Notice of the special meeting will be given immediately to all the eCommission members.~~ Notice of the ~~special a previously unannounced~~ meeting shall be posted at city hall and, to the extent feasible, provided to interested persons ~~at least twenty-four (24) hours prior to said meeting.~~

Section 89. It shall be the ~~Commission's~~ duty ~~of the commission,~~ and ~~authority it shall have the power,~~ except as otherwise provided by law to:

- 1) ~~To~~ make recommendations to the council for revisions and up-dates of the city's currently adopted comprehensive plan and development ~~code ordinance~~ as provided by the respective ordinances.
- 2) ~~To review and suggest changes in planned unit development applications to insure consistency with the development ordinance and compatibility with surrounding developments.~~
- 3) ~~To work as an advisory staff to the city council in reviewing subdivision plats.~~
- 2) ~~To~~ recommend, ~~and~~ make suggestions to ~~and advise~~ the city council and ~~to all with the prior consent of the council,~~ other public authorities concerning:
 - a. the laying out, widening, ~~extensioning~~ and ~~locationng~~ of streets, sidewalks, boulevards and other public rights-of-way and areas in the city; ~~and public parking areas, sidewalks, and boulevards,~~
 - b. ~~relief from for~~ traffic congestion; ~~and~~
 - a.c. ~~_____~~, betterment of zones ~~and/or~~ districts limiting the use, height, area and bulk of ~~the~~ buildings and ~~other~~ structures.
- 4)3) ~~To~~ recommend to the city council and ~~all with the consent of the council,~~ other public authorities ~~plans~~ for regulation of future growth, development and beautification of the city municipality with respect to ~~its~~ public and private buildings and works, streets, parks, grounds and vacant lots ~~consistent with future growth and development of the city in order to secure to the city and its inhabitants sanitation, proper services of all public utilities and transportation facilities.~~

- ~~5)4) To study and propose for the Council's consideration, in general, such measures designed as may be advisable for promotion of the public interest, health, morals, safety, comfort, convenience and welfare of the city and within the urban growth boundary.~~
- ~~6)5) To exercise those substantive and procedural duties and obligations imposed on the Commission any expressed or implied power, right or act pursuant to this ordinance, the City's Development Code ordinance, or state law including but not limited to: ORS Chapter 227.~~
- ~~7) To exercise any expressed or implied power or duty which is now or may hereafter be assigned to it by charter, ordinance or resolution of this city and the general laws of the state.~~
- ~~a. the preparation and establishment of rules for the conduct of Commission meetings, to. Said rules shall be effective only upon approval by a majority of the city council.~~
- ~~b. To make decisions on all applications for planning approval as prescribed in the Development Code by determining conformance with applicable Development Code and other lawful criteria for approval and following defined hearing and deliberation procedures set out in the Development Code and state law;:-~~
- ~~c. To conducting public hearings and developing recommendations to the City Council concerning amendments to the Comprehensive Plan text and map, supplemental plans, and the Development Code.~~
- ~~b. conduct public hearings and deliberations on all amendments to the development ordinance, applications for zone changes, variance permits, applications for conditional use permits or any other hearings specified in the Aumsville development ordinance. Commission decisions on variance and conditional use applications shall be final, unless an appeal is filed. Recommendations to the council shall be made on all other procedures.~~

Section 9. All recommendations, reports, decisions and suggestions made to the city Council by the Commission shall be in writing. Said writing-written reports shall be signed and acknowledged by the Commission's chairman and vice-chair man of the commission.

~~**Section 10.** If a quorum of the commission is not available for any procedure requiring a public hearing, the applicant may request that the hearing be set before the next regularly scheduled meeting of the city council. If the city council conducts the public hearing, the council shall be the public body to make the decision.~~

Section 104. The Commission shall have no authority to neither make expenditures on behalf of the city, nor to obligate the City for the payment of any sums of money; except as herein provided, approved and authorized by the city Council. All requests for payment shall be submitted for approval to the city Council at a the next regularly scheduled meeting and monies shall be expended from the general fund of the city budget.

Section 1211. Repeal. Ordinance 354189 is hereby repealed.

Section 1312. Emergency Clause. Whereas, it is necessary for the immediate the duties and authority of the Aumsville Planning Commission be set out promptly for it to continue its functions, preservation of the public health, peace and safety of the citizens of the city of Aumsville that this ordinance become effective at the earliest time possible, therefore, this ordinance shall become effective immediately upon its passage by the council and signature of the mayor.

PASSED by the council _____

and signed by the mayor _____

ORDINANCE NO. 671

AN ORDINANCE ESTABLISHING CITY PLANNING COMMISSION; PRESCRIBING ITS POWERS AND DUTIES AND REPEALING ORDINANCE 354.

The City of Aumsville ordains as follows:

Section 1. Ordinance 354 re-established and recreated the city planning commission ("Commission") for the city of Aumsville, Oregon. This ordinance perpetuates the Commission.

Section 2. The Commission shall consist of five members none of whom shall be city officials or employees, one of whom may reside outside the city limits but within the City's urban growth boundary, and one whom may be a current Aumsville business owner residing within or outside of the Aumsville urban growth boundary. All other Commission members must reside within the city limits. Commission members receive no compensation.

Section 3. Members of the Commission shall be appointed by the mayor with the consent of the majority of Council, for terms of two (2) years. Terms shall be staggered so two (2) members are appointed in odd-numbered years and three (3) in even-numbered years.

Section 4. Appointments to fill vacancies on the Commission shall be for the remainder of an unexpired term in the same manner as set forth in Section 3 above.

Section 5. Any member of the Commission may be removed for misconduct or non-performance of duty, following a public hearing. After which their position may be declared vacant. A Commission member absent from three (3) consecutive meetings without an approved excuse from the Commission is presumptively deemed in non-performance of duty. Removal shall be only upon a majority vote of the entire Council.

Section 6. At its first meeting of each calendar year, the Commission shall elect a Chair and Vice-Chair from among the Commission members.

Section 7. The City shall select a staff member who shall act as the secretary for the Commission. The secretary shall keep an accurate record of all Commission proceedings consistent with State law and Council policy.

Section 8. Three members of the Commission constitute a quorum. The Commission shall meet at least once a month unless the Chair cancels the meeting due to the lack of agenda items or the lack of a quorum. Meetings of the Commission shall be

conducted consistent with the Oregon Open Meetings Law and Council policy. Meetings other than at regularly scheduled times shall be announced at a prior meeting and made a part of the minute records.

The Chair upon their own motion, or at the request of three (3) Commission members, may call for a special Commission meeting to be held at a time not earlier than twenty-four (24) hours after public notice is provided consistent with state law. Notice of the special meeting will be given immediately to all Commission members. Notice of the special meeting shall be posted at city hall and to the extent feasible, provided to interested persons.

Section 9. It shall be the Commission's duty and authority except as otherwise provided by law to:

- 1) make recommendations to Council for revisions and updates of the city's currently adopted comprehensive plan and development code as provided by the respective ordinances.
- 2) recommend, make suggestions to and advise Council, and with the prior consent of Council, other public authorities concerning:
 - a. the laying out, widening, extension, and location of streets, sidewalks, boulevards, and other public rights-of-way and areas in the city;
 - b. relief from traffic congestion; and
 - c. betterment of zones and/or districts limiting the use, height, area, and bulk of buildings and other structures.
- 3) recommend to Council, and with the consent of Council, other public authorities plans for regulation of future growth, development, and beautification of the city.
- 4) study and propose for Council's consideration measures designed for promotion of the public interest, health safety, comfort, convenience, and welfare of the city and within the urban growth boundary.
- 5) exercise those substantive and procedural duties and obligations imposed on the Commission pursuant to this ordinance, the City's Development Code, or state law, including but not limited to:
 - a. the preparation and establishment of rules for the conduct of Commission meetings, to be effective upon approval by Council;
 - b. making decisions on all applications for planning approval by determining conformance with applicable Development Code and other lawful criteria, and following defined hearing and deliberation procedures set out in the Development Code and state law;
 - c. conducting public hearings and developing recommendations to Council concerning amendments to the Comprehensive Plan text and map, supplemental plans, and Development Code.

Section 10. All recommendations, reports, decisions, and suggestions made to Council by the Commission shall be in writing. Said written reports shall be signed and acknowledged by the Commission's Chair or Vice-Chair.

Section 11. The Commission shall have authority to neither make expenditures nor obligate the City for payment of any sums of money except as provided, approved, and authorized by Council. All requests for payment shall be submitted to the Council at a regularly scheduled meeting.

Section 12. Repeal. Ordinance 354 is hereby repealed.

Section 13. EFFECTIVE DATE. This ordinance shall take effect on the thirtieth day after its enactment.

Read first on the 26th day of October, 2020. READ a second time on the ____ day of _____, 2020. ADOPTED AND PASSED by the Aumsville City Council on the ____ day of _____, 2020.

Ron Harding, City Administrator

SIGNED by the mayor this ____ day of _____, 2020

Derek Clevenger, Mayor