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AUMSVILLE PLANNING COMMISSION MEETING MINUTES

Thursday, April 20th, 2023

The meeting was called to order at 6:04 PM by Vice Chair Courtney Brennan. Commissioners Molly Hatfield and Chris Chytka were present. Absent: Commission Chair Jennifer Molan. Staff present: City Administrator Ron Harding (CA Harding) and Office Specialist Hayley Brewster.

APPROVAL OF MINUTES: April 20th, 2023

Commissioner Hatfield moved to approve the minutes from the April 20th, 2023 meeting as presented. Chair Chytka seconded the motion. Voting in favor were Commissioners Brennan, Chytka and Hatfield. The motion passed unanimously.

NEW BUSINESS: Public Hearing:

1.Site Development Review File #SDR 23-01/ Public Works Shop

The public hearing was opened at 6:04 PM by Vice Chair Brennan. Presenting the staff report was Holly Byram with Mid-Willamette Valley Council of Government, via zoom, who is serving as the contracted city planner for the project. Planner Byram explained that Site Development Reviews are generally required for all new developments. The proposed development is submitted by a city department on land zoned Public. Pursuant to Section 21.03(A)(9) provided above, this Site Development Review is not required, but it has been requested by CA Harding.

Planner Byram discussed the Site Development Review application was deemed complete for the purposes of scheduling the Planning Commission public hearing and mailing public notice. Sufficient details were provided in the plan set to support findings in response to the decision criteria.

Planner Byram stated the subject properties are zoned P-Public. The standards for development in the Public zone are provided in Section 9.00 of the Aumsville Development Ordinance (ADO). The purpose of this zone is "to recognize existing public land uses and provide for the development of public services." The proposed use of a shop building containing warehouse storage space and office space for the City Public Works Department is consistent with ADO 9.02(C) which lists governmental and public facility buildings as outright permitted uses. Pursuant to ADO 9.04, there is no minimum lot area, minimum lot width, or maximum lot coverage. The Plot Line Adjustment will be a separate application, and it is a staff-level decision. PLAs are generally required to be recorded as a replat in the form of a Partition Plat by the Marion



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County Surveyor. The cropped side-by-side maps below show the existing boundaries. Staff consulted Marion County Building Department regarding the ability to begin construction prior to the PLA completion. Building Department staff confirmed that they could begin structural review and issue building permits if there was an active PLA application at the City. The Building Department will hold the final occupancy until the PLA is recorded. A recommended condition of approval requires the PLA to be recorded prior to the final certificate of occupancy for the new shop building. These criteria can be met by the applicant through compliance with the recommended conditions of approval.

Planner Byrum explained that abutting properties to the east and west are generally zoned and developed for industrial uses. Directly to the north are the City's wastewater ponds. The proposed shop will SDR 23-01 City Public Works Shop, 965 Olney Page 6 of 11 be compatible with the storage units and industrial buildings along the north side of Olney Street. To the south is the Aumsville Elementary School campus. To the southwest is a multi-family residential development. The ADO defines "abut" to mean contiguous, and specifically does not apply to properties or land uses separated by a public right-of-way. For this reason, no frontage screening is required for the purposes of screening dissimilar uses. A landscaping strip is shown along the subject property frontage, to be installed prior to occupancy. Therefore, this criterion is met.

Planner Byrum addressed the next finding related to off street parking, loading and development standards. The proposed shop building will provide primarily warehouse/storage space for Public Works equipment, machinery, materials, and supplies. The building will also provide some office and meeting spaces. The vehicle spaces are shown to be 10 ft x 20 ft, and the entire driving, parking, maneuvering area is proposed to be paved, as required. The amount of landscaping proposed was not provided with the initial plan set. Because the project is bordered on both sides by industrial uses and zones, and because the warehouse shop building is industrial in nature, Staff recommends continuing the industrial landscape provision of 10% across the subject property. Staff has included a recommended condition of approval requiring a landscape plan prior to building permit and landscape installation prior to final occupancy. These criteria can be met through compliance with the recommended conditions of approval.

Planner Byrum recommended increasing the depth of the frontage landscaping strip to meet the minimum landscaping percentage on site. This will also add some screening to the frontage facing the multi-family development to the southwest. A recommended condition of approval addresses service areas and above-grade equipment. This criterion can be met through compliance with the recommended conditions of approval.



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Planner Byrum states the submitted site plan shows storm water relayed via a new drainage swale to an existing facility labeled “storm discharge to existing culvert” into “10-inch PVC” to the north-northwest of the project. This criterion can be met.

Planner Byrum noted that no public health or safety issues have been identified and the subject property is not located within a Special Flood Hazard Area. No other known hazards have been identified.

The submitted site plan proposes to maintain the existing sidewalk along the frontage of the property, with the addition of two new 30-foot-wide driveways taking access from the Olney Street public right-of-way. This is an unusual land use application in which the City of Aumsville is the applicant. The City Engineer has prepared the site plan in coordination with Public Works staff. A standard condition of approval requires compliance with the City’s adopted Public Works Design Standards for any related public improvements.

Planner Byrum explained the final finding that the Fire Departments review of a site plan typically pertains to access, water supply, fire suppression systems, and addressing. Site plan approval by the Aumsville Fire Department is included as a condition of approval prior to building permits. Staff reached out to the Department for comments. Any additional comments received prior to the public hearing on this file will be provided to the Planning Commission. This standard can be met through compliance with the recommended conditions of approval.

Based on the findings, Planner Byrum and staff recommended that the Planning Commission approve Site Development Review for file # SDR 23-01, subject to the conditions.

Vice Chair Brennan closed the Public Hearing at 6:21 PM.

Vice Chair Brennan asked if there was a chance that the impending Property Line Adjustment would be denied. Planner Byrum noted she saw no impeding issues with the PLA. Commissioner Hatfield confirmed with staff that the property is already owned by the city.

Vice Chair Brennan called for a motion. Commissioner Chytka motioned to approve the Site Development Review File #SDR 23-01 as submitted, and adopt the findings and recommended conditions of approval provided in the staff report to the Planning Commission. Commissioner Hatfield. Voting in favor were Commissioners Chytka and Hatfield. The motion passed unanimously.



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CORRESPONDENCE:

Commissioner Tom Youmans resignation letter.

WORK SESSION: None.

OTHER BUSINESS:

CA Harding informed the Planning Commission that Commission Youmans gave his resignation, and that staff would be opening the position for applications the following week. CA Harding explained that council will approve the resignation the following council meeting. He explains that the mayor appoints the Commissioner position.

CA Harding noted that the Public Hearing for Parks Master Plan updates was going to be pushed to the next meeting on June 15th to meet the hearing notice requirements with DLCD, Department of Land Conservation and Development.

NEXT MEETING: 06/15/2023

ADJOURNMENT: 6:31 PM without objection.


Planning Chair