

PLANNING COMMISSION WORKSHOP

Tuesday, February 11, 2014

10:00a.m.

CONVENED:

The meeting was called to order by Chair Mead at 10:00 a.m.

PRESENT

Chair Jo Anne Mead

Commissioner Don Collins

Commissioner Evan Goeglein

Commissioner Don Daugherty

Commissioner Shirley O’Gara

Commissioner John Schaeffer

Bonnie Honea, City Planner

John Krawczyk, City Engineer/Public Works Director

Council Liaison Mark Poling

Heather Brown, staff

COUNCIL LIAISON REPORT

Council Liaison Poling stated at the last meeting:

- They reviewed verbiage for the Charter revision, still have work to do.
- The Fire Chief gave a presentation on the proposed 10 year capital levy.
- ODOT proposal to eliminate pigeon problem with no cost to the city.

OTHER BUSINESS

Item 1 – Site Plan Review Chapter 17.115

Staff presented to the Planning Commissioners in their packet a copy of the Site Plan Review Code. The reason for the review came up because an applicant had inquired about opening a new business in town in a location that had been vacant for over a year. The applicant did not think he should pay the \$150 site plan review fee since there was no new construction or change to the dwelling. Discussion ensued among staff and the commissioners regarding the interpretation of the language in the code.

Staff discussed Chapter 17.115.040 *“All other development plans which must be submitted, including all proposed use changes in existing buildings, shall be*

reviewed by the public works director. The public works director may refer other development plans to the planning commission for site plan review if he/she deems it necessary. The planning commission or public works director may impose any or all of the following conditions, with a reason or reasons for each condition being noted, and such reasons shall be kept on file with each application” Staff stated he will review this with the City Administrator to see how this might affect his job description.

STAFF UPDATES

Public Works Highlights:

- **Street Improvement Projects:** This month we will be prioritizing projects for the first phase of street work. Letters have been sent to utilities notifying them of upcoming work as well as a notice in the monthly newsletter. I will be meeting February 21st with our pavement management consultant for a more thorough evaluation of our priority streets. In some cases additional subsurface testing may be required by a local testing company. Detailed specifications for each segment will then be prepared. The first round of projects should go out to bid in March. Depending on weather, construction will start in late spring or early summer.
- **Pine Street from Main Street to Second Street:** The \$50,000 SCA (Small Cities Allotment) grant for full depth asphalt wheel rut grind and repaving will be bid with the street improvement bond projects.
- **Water System Master Plan:** Civil West Engineering Services, Inc is working on the update to our Water System Master Plan.
- **Tennis Court Rehabilitation Project:** We will not pursue additional funding under the land and Water Conservation Fund as this would delay the project another year. We are working with the Rogue River Community Tennis Association to apply for a matching grant from the United States Tennis Association. The construction project will be bid this spring.
- **Jackson County Emergency Management Advisory Group** first quarterly meeting. This group replaces five previous committees.
- **Total Maximum Daily Loading (TMDL) 2012-2013 annual Report** has been approved including requested timeline changes; however, additional information is required in the next annual report.
- **Lil' Pantry pre-design meeting.** Staff stated that in the meeting there was discussion of possibly offsetting the Transportation SDC's by them doing some upgrades in the frontage area. This could be a win/win for the business and the city.

Update of Planning Activities

- Notice of Decision for approval and Staff Report were mailed to the owners, applicant, and agencies and posted for the Property Line Adjustment for 5432 & 5350 N. River Road.
- City Planner approved a Site Plan Review for 110 E Main Street to use an existing commercial building for a children's resale clothing store.
- Issued fence permit for 211 Cedar Street.
- Sign application approved for "Just Kids"
- Sign application approved for "Rogue Eatery"
- Information requests*
- 205 E Main – antique/thrift store
- 421 E Main – 3 different realtors with various questions
- 510 E Main – open an investment firm
- Lia Way – RV parking
- E. Evans Creek – realtor wanted to know if property was in the city
- Marie Circle – hardship and garage requirements
- Compliance*
- Office on W Main operating without a business license. November 20, 2013, tenant came in to get a Land Use Application. January 14, 2014 sent Pat D to see if they were conducting business. Tenants came back for another application. Sending PD back on Feb 14, 2014.
- Floodplain*
- Pine Street – Floodplain information for insurance
- Creekview – Non-conversion Agreement

Next Planning Commission Meeting Tuesday, February 25 at 10:00am.

ADJOURN

There being no further business to come before the Planning Commission the meeting was adjourned at 11:15 a.m.

ATTEST:

Chair Jo Anne Mead