

MINUTES

Creswell Planning Commission
Creswell Community Center - 99 West 1st Avenue

December 15, 2005
7:30 p.m.

PRESENT: Keith Morgan, Chair; David Christopher, Jeri-anne Cohen, Dennis Grice, Wes Olson, members; Megan Banks, Staff; Mark Shrives, City Administrator.

ABSENT: Blake Oelke, Lloyd Safley

Mr. Morgan convened the December 15, 2005, meeting of the Creswell Planning Commission. He polled members for declarations of *ex parte* contacts or conflicts of interest. Seeing none, he moved to the next agenda item.

Minutes of October 20, October 27, and November 17, 2005

Mr. Christopher, seconded by Mr. Grice, moved to approve the minutes of October 20, 2005. The motion passed unanimously.

Mr. Morgan, seconded by Mr. Christopher, moved to approve the minutes of October 27, 2005.

Ms. Cohen asked that the minutes reflect that she was present at the meeting but seated in the audience until the first item of New Business had been completed, at which time she joined the commission.

The minutes were approved unanimously as corrected.

Mr. Morgan, seconded by Mr. Grice, moved to approve the minutes of November 17, 2005. The motion passed unanimously.

I. OLD BUSINESS

Application A: Case No. SUB-2005-03, a request by EGR & Associates, on behalf of Thomas Kidder, for a 23-lot residential subdivision on 5.7 acres (assessor's map 19-03-15-40, a portion of tax lot 4201; to be known as Meadow Rose subdivision). The site is zoned and designated Residential on the Creswell Comprehensive Plan Land Use Map, and is located in southwest Creswell, along Butte Road as it turns south.

Ms. Banks related that the commission held a hearing on the application at its previous meeting but postponed a decision until transportation issues between the applicant, City and County had been resolved. She said the applicant would provide a letter of credit to the City, who would request surrender of the

north-south portion of Butte Road current under County jurisdiction. The City would request surrender of jurisdiction no later than July 1, 2006. She distributed revised findings and said the only change switched the timeframe for the letter of credit from prior to preliminary plat approval to prior to construction and construction document approval. She indicated that the applicant had submitted the letter of credit that was being reviewed by the City. She said if transfer of Butte Road jurisdiction did not occur the applicant would be required to improve the road in accordance with County specifications.

Mr. Christopher asked if all concerns had been resolved. Ms. Banks replied that they had.

Ms. Cohen, seconded by Mr. Morgan, moved to adopt the revised findings of fact and approve the staff report. The motion passed unanimously.

II. NEW BUSINESS

Case No. SITE-2005-05, a request by Nagao Pacific, on behalf of the City of Creswell, for site plan review for a remodel to Creswell City Hall (assessor's map 19-03-14-24, tax lots 6300 and 6400) and improvements to an associated parking lot (assessor's map 19-03-14-24, tax lots 3400 and 3500). The building is located on the southwest corner of Oregon Avenue and 1st Street, and the parking lot is located on the northeast corner of 1st Street and C Street. The site is zoned Downtown Commercial and designated as Commercial on the Creswell Comprehensive Plan Land Use Map.

Ms. Banks said the request included four tax lots and would involve construction of a two-story addition to the existing City Hall and renovations to the existing City Hall parking lot to add 27 new spaces. She said no new roads were involved but a driveway curb cut was proposed to allow access to the parking area from First Street. She indicated that current parking on Oregon Avenue would not be affected, nor would sidewalks and utilities. She said that new bicycle parking would be included and proposed landscaping of the parking lot exceeded requirements; there would not be additional landscaping on Oregon Avenue and First Street because the building would be brought out as close to the sidewalk as possible. She had only received one comment on the application and it was from the City Engineer, who recommended approval. She distributed a revised staff report and draft findings of fact and decision. She said the applicant had met all of the conditions of approval with the exception of the first two items listed under Informational Items on page 27 of the findings of fact. She noted those items related to access easements for utilities and design and documentation of utility connections and would be addressed during the construction phase of the project. She reviewed the remaining four informational items and stated they were not likely to be an issue. She distributed a written response from the applicant. She noted that it was a limited land use decision and no public hearing was required unless there was a request for one. She noted that no request had been received.

Mr. Grice asked if the project would be completed in phases. Ken Nagao of Nagao Pacific replied that the project would span a three-year period. Mr. Shrives added that the project would be funded by the City over three budget years.

Ms. Cohen noted that the parking lot was also used for transit parking and expressed concern about whether that use could be accommodated along with parking for the City Hall expansion. Ms. Banks cited the Creswell Development Code prohibition against providing more than 30 percent in excess of the

minimum off-street parking required. Mr. Shrives said that Lane Transit District had not commented with respect to a park and ride facility and there was currently only a bus shelter.

Ms. Cohen suggested that a variance to the 30 percent maximum could be considered if the City wanted to encourage transit use.

In response to a question from the audience, Ms. Banks reiterated that a public hearing was not held unless one was requested. She stated that interested parties could submit written comments in advance of the meeting for consideration by the Planning Commission.

Mr. Morgan, seconded by Mr. Grice, moved to approve the revised staff report and adopted the findings of fact. The motion passed unanimously.

III. OTHER

Case No. VAC-2005-01, a request by Olson & Morris on behalf of Todd Alberts, for vacation of an improved public easement near Ray's Food Place and the proposed Creswell Bi-Mart.

Case No. VAC-2005-02, a request by Pacific West Engineering on behalf of Ross Murry, for vacation of a public road right-of-way on East West Lane.

Ms. Banks explained that there were no applications related to either request before the commission for action as the requests went directly to the City Council, but they were on the agenda as informational items. She said the first vacation was for the Creswell Marketplace to allow for public utilities on the site of the new Bi-Mart. She said the second was vacation of a road right-of-way on East West Lane in order to construct a linear park.

Mr. Morgan asked about the design of the park and whether the City would maintain it. Ms. Banks replied that the park would be designed for passive recreation and the City would provide maintenance. She said the park would not be fenced and the public would have access at all times.

Ms. Cohen asked if the road was no longer needed. Ms. Banks responded that it was no longer required and instead of a dead end street the developer was willing to create a park.

Ms. Banks said that public hearings would be held before the City Council for both vacations on January 9, 2006, and notices of the hearings would be published on December 22 and December 29, 2005. She said approval required the consent of two-thirds of the property owners within a specific radius.

Ms. Banks reported that the Scope of Work for the interchange area management plan and local street plan was being finalized. She said that \$120,000 in State funds had been provided for the project, which would involve a wide range of stakeholders including the railroad.

There was a general discussion of railroad issues, including problems related to trains blocking emergency vehicle access.

Ms. Banks said she had reviewed drafts of the proposed code revisions that resulted from the code review project and was pleased with the results. She said the revisions still needed some refinement and a committee meeting was tentatively scheduled for January 11, 2006. She said the code revisions representative a step in a very positive direction for Creswell and she would keep the commission informed.

Mr. Morgan asked if staff was spending a significant amount of time enforcing the fencing ordinance. Mr. Shrives said that he had received several permit applications and estimated that time spent reviewing the applications and conducting site visits at an hour per permit. He felt the ordinance was achieving its purpose and problems were being corrected.

Mr. Morgan requested that future meeting agendas include a procedural script that indicated what action the commission was being asked to take and whether a public hearing was required.

Mr. Grice asked if the new City policy related to flood reports from property sellers was being retroactively enforced. Mr. Shrives replied that the policy was not new and being retroactively enforced; it had not been consistently enforced in the past according to a review by the Federal Emergency Management Agency (FEMA). He said the City must correct problems or FEMA could refuse to provide flood insurance.

The next meeting of the Creswell Planning Commission was scheduled for January 19, 2006.

IV. ADJOURNMENT

The meeting adjourned at 8:25 pm.

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