

# MINUTES

Creswell Planning Commission  
Creswell Community Center – 99 South First Street  
Creswell, Oregon

November 17, 2011  
7:00 p.m.

PLANNING COMMISSIONERS PRESENT: Blake Oelke, Alan Pointer, Lloyd Safley, Dan Stockbarger, David Christopher, Gary Ludeke. Denise Walters, staff

PLANNING COMMISSIONERS ABSENT: Dennis Grice

Commissioner Oelke convened the meeting of the Creswell Planning Commission at 7:00 p.m.

## **I. Minutes of August 18, 2011**

Ms. Walters said she had made one correction to the minutes, to correct the spelling of Mr. Safley's name.

*Commissioner Christopher, seconded by Commissioner Safley, moved to approve the minutes of the August 18, 2011 meeting as submitted. The motion passed unanimously.*

Ms. Walters stated that the Commission needed to start signing and dating approved minutes.

## **II. Audience**

None.

## **III. Commissioner Comments**

Commissioner Christopher said it had been brought to his attention that a site for a Veterans Administration (VA) Hospital had not been chosen. He recalled in the past there was an Economic Development Committee that would have asked what the VA needed for the hospital and was there property that could fit that need, such as the property where Bald Knob Land and Timber was previously located.

Ms. Walters said this was a timely question because the City Council had moved to contract with lobbyist Andrew Beck to help secure federal funds for Lane County, and he was in Creswell giving an update on what federal funds might match a Creswell project. The property owner or broker of Bald Knob had contacted Mark Shrives recently, which may hold potential for VA consideration.

Commissioner Oelke asked if the Bald Knob property was large enough.

Ms. Walters responded that the Bald Knob property was 44 acres. She said she did not know what campus size was needed. The Roseburg VA Hospital was larger than that.

Commissioner Stockbarger said it was not just the acreage, but it was also multi-story.

Ms. Walters said the air flight patterns might be a concern. There would also need to be a lot of environmental quality research done.

Ms. Walters also said medical services were so technical now, she did not know if Creswell's internet speed would meet what the VA required. She said broadband internet improvements was being researched for Creswell.

Ms. Walters said she would follow up on this matter and let the Commission know what she found out.

#### **IV. Poll Members for Conflicts of Interest**

None. There was also no old business to discuss.

#### **V. Land Use Fee for Special/Seasonal Event Temporary use Permit Fees**

Ms. Walters had provided a document entitled "Creswell Planning Commission, Issue Summary". The questions for the Planning Commission were whether the Temporary Use Permit Fee for a special/seasonal event should be changed from a base fee to a flat fee, and if so, should the flat fee be \$150, which was the current base fee. Someone had come into the City Offices asking if the fee structure could be changed to a flat fee.

Ms. Walters said currently the City had a fee cost recovery structure, so the more complicated and/or less organized an event was the more the permit fee ended up being. She had provided numbers, but said since there had not been a lot of special events, she was not sure of the reliability. The average cost for a simple event was estimated to use 2.5 hours of staff time at a cost of \$164, but with the more complicated events it could cost the City \$268. She said it depended on how complicated identified issues became. For example, when the Round-Up Tavern had its outdoor concert and barbeque for the 4<sup>th</sup> of July it was a complicated application because of Fire Marshall concerns.

Commissioner Ludeke asked if there were recurring events and Ms. Walters responded that some were. He said recurring events could cost next to nothing.

Ms. Walters said that even for recurring events where nothing would change, there were still public notice and other legal processing requirements so some costs would be incurred.

Commissioner Ludeke said he would like to keep costs down. He was a library volunteer and understood the need to keep costs down, as the library tried to do with its car show.

Ms. Walters said the Community Center or the Grange, facilities built for events, did not require special event permits. To date, it usually has been events with an outdoor component that required permits, and those requiring a liquor license, or when noise and additional traffic were factors.

Commissioner Safley said he did not agree that all special events were a benefit to the community because of the traffic, noise and alcohol. He said they could not just look at past special events and try to rule on them, they needed to look as far as 15 years into the future for events that would not be a benefit to the community.

Ms. Walters said there is always a review process to be gone through and through which to address identified issues.

Commissioner Safley countered that that would involve more time and expense to the City. He said he did not want the Commission to think that because it was a special event it was necessarily good for the community.

Commissioner Christopher asked what city staff did that would take 2.5 hours to complete an application.

Ms. Walters responded that the first step is to make sure the application was complete. Public Works, City Engineers, the Sheriff's Office, the Fire Marshall and Oregon Department of Transportation (ODOT) are then sent referrals for an opportunity to comment. Such comment reviews the proposal for issues such as ingress and egress or insurance. With a Type II process the proposal there is a required public notice, with an opportunity for public comment. The findings are then prepared based on referral and public comment and then presented to the Planning Commission.

Commissioner Oelke said obviously someone had complained that the fee for a special event cost too much because of the sliding scale. He then asked why this was on the Planning Commission's agenda.

Ms. Walters said the purpose was for the Planning Commission to make a recommendation to the City Council to either change to a flat fee or maintain the current base fee because the Planning Commission has dealt much more with processing land use issues.

Commissioner Ludeke asked Ms. Walters if she had a feel for how it had been done in other communities.

Ms. Walters responded that Creswell's fees were comparable to other communities. She said Cottage Grove waived the fee for nonprofit organizations, but the Creswell City Attorney advised against the approach of establishing or waiving fees based on type of applicant. Veneta did not have many special events.

Commissioner Oelke asked if any event was ever just \$150 or was that just a starting point and then the fees increase.

Ms. Walters responded that a couple events were only a \$150 fee.

Commissioner Christopher suggested they could start with charging a \$150 flat fee and then review it after one year.

Ms. Walters said if staff time for an event were 4.5 hours it would cost the city approximately \$465, which was a worst case scenario based on her experience with Creswell proposals to date. She said a flat fee could be made higher or lower depending on actual costs. A flat fee could also give applicants the confidence of knowing exactly what the costs would be.

Commissioner Stockbarger said he was a Pastor at Dexter and if they had to figure out if it was going to cost \$150 or \$400 for an event, it would be a hassle for any small group to come to a conclusion on the cost, as opposed to knowing the exact fee. He said applicants for a permit were asked to draw many convoluted conclusions. He felt a flat fee would be much easier.

Commissioner Oelke said if the average permit fee were averaged to be 2.5 hours, or \$164, then why did they not just use a flat fee based on that average.

Commissioner Christopher said the flat fee would be approximately \$175.

Commissioner Oelke asked if the issue at hand was the actual cost or the uncertainty of the cost.

Ms. Walters said she felt the issue was the uncertainty of the cost and Commissioner Safley agreed. She said if the Commission recommended a flat fee it would need to provide rationale for the change. They could not charge a flat fee that was more than the actual cost. She said \$164 would be the average of the high and low cost, but she would recheck the numbers.

Commissioner Oelke said he favored a flat fee, but only if the City did not lose money.

Ms. Walters suggested a flat fee of the average costs with a review of those costs every two years.

*Commissioner Christopher, seconded by Commissioner Pointer, moved that the Planning Commission recommend to the City Council that the temporary use permit fee for special and seasonal events be changed from a base fee to a flat fee of the average cost of TUP – Special/Seasonal Events from 2008 to November 2011, to be reviewed every two years.*

Following a brief discussion, Commissioner Christopher called for the question.

*The motion passed by a majority vote, with Commissioner Ludeke voting against.*

## **VI. Other**

### **- Local Wetland Inventory Grant Opportunity – Obtained the Grant!**

Ms. Walters said they had received a grant for conducting additional analysis on the local wetland inventory.

**- Stormwater Master Plan – On hold Until Study Area Defined**

Ms. Walters said the Stormwater Master Plan, which was more public facilities than public works, was on hold until they knew where the urban growth boundary expansion was likely to be.

**- Stormwater Management Plan – Template Ready**

Ms. Walters said they had worked with the City of Cottage Grove on a template for stormwater management that contained data from the Master Plan. It would be a complete package and Department of Environmental Quality (DEQ) would be happy. She said there was little cost to the Creswell as Cottage Grove had done most of the work and Creswell benefited from that work.

Commissioner Safley asked if there were any upcoming applications.

Ms. Walters responded that there might be one, a change of occupancy.

**VII. Adjournment**

The next meeting was scheduled for December 15, 2011.

Commissioner Oelke adjourned the Planning Commission meeting at 8:55 p.m.

*(Recorded by Ginger Morton)*

  
\_\_\_\_\_  
Creswell Planning Commission Chair

4-19-12  
\_\_\_\_\_  
Date