

## MINUTES

Creswell Planning Commission  
Creswell City Hall Council Chambers -- 13 South First Street  
Creswell, Oregon  
June 18, 2015  
6:30pm

PRESENT: Blake Oelke, Chair; David Christopher, Robert Grand, Gary Ludeke, Lloyd Safley, and Dan Stockbarger, Commissioners; Madeline Phillips, Staff.  
ABSENT: None.  
GUESTS: Seth Clark.

Mr. Oelke called the meeting of the Creswell Planning Commission to order at 6:30pm.

### I. MINUTES OF May 21, 2015

Mr. Christopher pointed out that his name was missing from the listed names of those present at the May 21, 2015 meeting.

MOTION: Mr. Christopher motioned, Mr. Ludeke seconded to approve the minutes, as amended, from May 21, 2015. The motion carried unanimously (6:0).

### II. AUDIENCE

Ms. Phillips introduced Seth Clark, owner of Creswell Coffee Company, who has applied to become a Planning Commissioner.

### III. COMMISSIONER COMMENTS/ PLANNING UPDATE

Mr. Grand asked how the Marquess building is progressing. Ms. Phillips noted that the building had pulled most of their building permits, to her knowledge.

Ms. Phillips informed the Commission that the building on N. Mill Street has received conditional approval from the City's Engineer.

### IV. OLD BUSINESS

#### Planning Commission Succession Plan

Mr. Oelke asked, and no Commissioner replied, if anyone was thinking about leaving the Planning Commission.

#### Transportation Growth Management Proposal: "Southwest Industrial Area Plan"

Ms. Phillips summarized City Staff's submittal of an application to ODOT/Transportation Growth Management division of the Department of Land Conservation and Development for an opportunity to study transportation access issues related to the future redevelopment of the former Bald Knob mill site. The grant request totaled \$197,000.

The Transportation Systems Plan (TSP) Update and Interstate Area Management Plan (IAMP) were not successfully adopted, and will be followed up on with the help of this grant opportunity. Ms. Phillips provided a brief synopsis of what the IAMP is for the Commission's benefit.

Mr. Christopher suggested that the documents may need revision due to new population forecasting. Ms. Phillips noted that the "Base Case" or Low Growth scenario estimate is quite close to the revised population forecast.

#### **Butte Protection Area Overlay**

Ms. Phillips has developed draft language for the Butte Protection Area Overlay, but due to the requirements for amending the Development Code, this item will be bundled with other amendments to create more efficiency. She noted that the case which raised the issue (794 Kayla Marie) was resolved with a resubmittal of a single story house design.

#### **Bald Knob/Environmental Site Assessment**

Mr. Christopher asked if Ms. Phillips could respond to the Chronicle editorial regarding Environmental Site Assessments. Ms. Phillips shared that part of due diligence for commercial property is to perform a Phase 1 Environmental Site Assessment. The City has initiated a Letter of Intent with the owner of Bald Knob to have access to the site and perform environmental due diligence to help the property redevelop. The City would like to facilitate redevelopment of Bald Knob and needs to own the property to have access to State funding sources (loans and grants), like Business Oregon, to help clean up and make development-ready, the site.

Mr. Grand asked whether there is an update on the Oregon State Police facility. Mr. Christopher cited the Creswell Chronicle regarding the ongoing selection process.

### **V. NEW BUSINESS**

#### **Planning Commission Enacting Ordinance**

Ms. Phillips provided a summary of recent City Council proceedings related to the enacting ordinance for the Creswell Planning Commission (Ordinance 483). At the request of City Council, the Planning Commission was asked to revisit the current ordinance, with respect to state laws that have evolved since Ordinance 139 was passed.

Materials in the packet present the enacting ordinance for other communities' planning commissions, as well as state statute, in order to contrast with the existing Ordinance 139. Ms. Phillips noted that having each section would provide a good structure.

No comments were made to adjust the existing Purpose statement.

Commissioners moved on to discuss Membership. A discussion ensued regarding the involvement of an Airport Commissioner. The relationship between the Airport Commission and Planning was stressed as important to maintain.

Commissioners discussed the following items:

- **Means of meeting the quorum.** Discussion focused on the option to have a Councilor participate in a Planning Commission meeting as a voting or non-voting members; How Commissioners may join a meeting remotely;
- **Commission composition.** Discussion focused on classification of "City resident" and the influence of those living in the County with an interest in city decision-making. Owning a business, having a "Creswell address," living within the School District, living within a 6 mile radius of the City, or living within the defined UGB may allow consideration as a "resident."

Commissioners discussed the need to balance inclusion with undue influence by those who live outside City Limits and don't pay City taxes making decisions that affect the City's financial future.

- **Cause for removal.** Due process must be observed: misconduct would require a hearing, while absence from scheduled meetings can constitute grounds for removal.

Mr. Ludeke asked how Ms. Phillips intended to proceed with the document's revision. He recommended each Commissioner review the Draft Ordinance document and bring notes on each section to the next Commission meeting.

Draft document discussion continued regarding:

- **Profession of Planning Commissioners.** Not more than 2 members of the Planning Commission can be involved in buying, developing, selling real estate; it was decided to generalize this comment that no more than 2 Commissioners may have the same occupation. Ms. Phillips noted that this section provides guidance to the appointing body (the Mayor) when appointing Planning Commissioners.
- **Commission Secretary Appointment.** Ms. Phillips has been filling the role of Secretary, as an administrative task of her position. Commissioners noted that this ought to be a Staff role. Mr. Safley noted the convenience of having an annual overview of land use decisions; Mr. Grand noted that if minutes are sent to City Council, this may be sufficient. Mr. Oelke suggested this question of a summary be posed to City Council.

Ms. Phillips concluded the discussion of the enacting Ordinance, to be continued at the next meeting, noting that the material provided will be digested into a Recommendation to City Council towards revision of the Commission's enacting ordinance.

#### **Future Agenda Heading: Staff Development Summary**

Commissioners recommend a Staff Development Summary be added to future agendas.

Ms. Phillips provided a summary of recent developments at the State Legislative Session allowing cities to opt out of medical marijuana sales. As of July 1 recreational marijuana becomes legal in Oregon.

#### **Future meeting**

The next meeting of the Planning Commission will be held July 23, 2015.

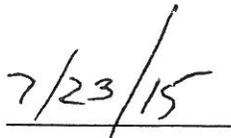
#### **VI. ADJOURN**

Mr. Oelke adjourned the meeting at 8:15 pm.

*(Recorded by Madeline Phillips)*



Chair



Date