



# City of Oregon City

625 Center Street  
Oregon City, OR 97045  
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## Meeting Minutes - Draft

### Planning Commission

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Monday, June 27, 2016

7:00 PM

Commission Chambers

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#### 1. Call to Order

*Chair Kidwell called the meeting to order at*

**Present:** 5 - Charles Kidwell, Robert Mahoney, Paul Espe, Denyse McGriff and Damon Mabee

**Absent:** 2 - Tom Geil and Zachary Henkin

**Staffers:** 3 - Christina Robertson-Gardiner, Kelly Reid and Laura Terway

#### 5. Work Session

##### 5a. [16-390](#)

Willamette Falls Legacy Project: Update on the Riverwalk Design Process and the Development Strategy as well as Upcoming Community Engagement Opportunities

*Christina Robertson-Gardiner, Planner, gave an update on the Willamette Falls Legacy Project. She discussed the public partners, project site, four core values, and framework plan.*

*Kelly Reid, Planner, explained the Riverwalk easements, Tribal Board, Open House in March, timeline, and the booth at First City Celebration on July 23.*

*Ms. Robertson-Gardiner gave an update on the development strategy and how a land use approval for an integrated master plan for private property and the Riverwalk would come before the Planning Commission next summer. As part of the contract negotiations, downtown would get two additional days of parking data which would be used for the transportation management recommendation.*

*Ms. Reid discussed the next steps in the process.*

*There was discussion regarding public safety, phasing of the project, and Riverwalk easements.*

#### 2. Public Comments

*There were no public comments on non-agenda items.*

#### 3. Public Hearing

##### 3a. [PC 16-070](#)

Proposed Amendments to the Site Plan and Design Review chapter of the Oregon City Municipal Code to Create a Type I Site Plan and Design Review Process for Minor Modifications to Commercial,

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## Institutional and Office Development (File LE 16-02)

*Chair Kidwell opened the public hearing.*

*Ms. Reid presented the staff report. The Commission had discussed proposed amendments to the site plan and design review process to the code in March. Staff also met with stakeholders and business owners to get feedback. Some changes had been made to incorporate the comments received. This would be a recommendation to the City Commission. The code amendment would create a Type 1 review process for non-discretionary site plan applications and would streamline the land use process for small-scale development projects. She explained the levels of land use review, minor site plan review process, example projects that were potentially eligible, and sample application form. These were facade improvements or small additions. Public comments had been received today and she entered them into the record.*

*Commissioner McGriff said the McLoughlin Neighborhood Association had some concerns. One was for residentially occupied properties adjacent to commercial buildings and how the light from the commercial buildings could affect the residences. They were also concerned that the storefront changes were compatible not only in materials but also in their form and how they would blend into the district. She suggested that if there was a building in an overlay district that there be an additional level of review. Also there should be public notice to let people know what was being proposed.*

*Laura Terway, Interim Planning Manager, said every exterior alteration application in a historic district would go before a preservation planner to make sure it met the code. Ms. Reid explained the staff process for making sure the code would be met.*

*Chair Kidwell said there was no trigger to push the applications up to a Type 2 review for replacement of exterior building materials, windows, or doors. There should be a limit or some percentage that would trigger a Type 2 review. Ms. Terway said Type 2 applications were also non-discretionary and even if there was concern, the applications would be approved if they met the criteria.*

*Commissioner Mabee said that made the City look like they did not care about citizens' opinions. He thought there was value in receiving feedback and educating people how the application met the code. He agreed there should be a percentage trigger or not allowing this type of application in historic districts.*

*Jonathan Stone, Executive Director of the Downtown Oregon City Association, said on one side there was an efficient application for businesses and property owners to make modifications to their properties when it was clear and objective and on the other side he shared the concerns about the right triggers to have a conversation about context and design. If the Commission recommended historic districts keep the Type 2 review with noticing requirements, he suggested monitoring the applications over the next year to address what they cared about and what they did not care about could go through a quicker and less expensive process.*

*Commissioner McGriff said the issue was the community having a chance to give input and participate in the process. Particular scrutiny should be given to historic districts.*

*Mr. Stone thought the time could be used to have a conversation about what they cared about and what they didn't. Downtown needed to learn what was important also as they continued to improve. Downtown benefitted from its historic character, especially in becoming a revitalized place. There should be a review process to make sure they were being as business and property owner friendly as possible while still*

*maintaining the integrity of the process.*

*Commissioner McGriff suggested leaving it as a Type 2 for historic districts and track the applications to see if there was a problem.*

*Commissioner Espe had reservations about the historic districts as well, however he was hesitant to create barriers to economic development. He thought it would be a problem for some of the projects.*

*Commissioner Mahoney said downtown did not have a historic overlay. He was concerned that a historic downtown was not being protected.*

*There was discussion regarding applications in the downtown design overlay and historic districts for exterior building materials, windows, and doors would not be eligible for Type 1 review. Ms. Terway said that would eliminate properties in the downtown design overlay from the streamlined process. She suggested changes and additions to Section A1 and A2 in the proposed amendment.*

*Mr. Stone requested that they use the time moving forward to evaluate the process as it applied to the places they cared about historically and continue to remove barriers as they learned more. They needed to have the conversation about what they wanted most and the process needed to be improved as they moved forward.*

*Chair Kidwell suggested revisiting this in October 2017 to summarize the applications that came in and discuss what worked and what did not work.*

*Chair Kidwell closed the public hearing.*

**A motion was made by Commissioner Mabee, seconded by Commissioner McGriff, to recommend to the City Commission approval of the proposed amendments to the site plan and design review process with the addition of A1e and the changes to A2a, b, c, and f. The motion carried by the following vote:**

**Aye:** 5 - Charles Kidwell, Robert Mahoney, Paul Espe, Denyse McGriff and Damon Mabee

#### **4. Approval of the Minutes**

##### **4a. [16-386](#)**

Approval of Planning Commission meeting minutes for December 14th, 2015 and January 25th, 2016.

*Commissioner McGriff had a correction to page 3 of the December 14 minutes. She had stated a concern on where delivery trucks, moving trucks, and other large vehicles would park on the site because there were no loading zones. She wanted it to say "moving trucks and other large vehicles would park temporarily."*

**A motion was made by Commissioner Mabee, seconded by Commissioner Espe, to approve the December 14, 2015 minutes as amended. The motion carried by the following vote:**

**Aye:** 5 - Charles Kidwell, Robert Mahoney, Paul Espe, Denyse McGriff and Damon Mabee

**A motion was made by Commissioner McGriff, seconded by Commissioner Espe, to approve the January 25, 2016 minutes. The motion carried by the following vote:**

**Aye:** 5 - Charles Kidwell, Robert Mahoney, Paul Espe, Denyse McGriff and Damon Mabee

## 6. Adjournment

*Ms. Terway gave an update on the Community Development Director recruitment and discussed the items that would be coming before the Planning Commission at their next meeting. The City had applied for an affordable housing grant.*

*Chair Kidwell adjourned the meeting at 9:13 PM.*