

Monroe City Planning Commission Minutes

Monroe Council Chambers April 3, 2017 6PM

1. **Call to Order:** Chairperson Smith called the meeting to order at 6:00PM.
2. **Pledge of Allegiance:** Chair Smith led the commission and audience in the Pledge of Allegiance.
3. **Roll Call:** Present was Kathy Smith, Stanley Salot, Dan Sheets, Linda Fredricks, Fred Cuthbertson and Timothy Eastridge. Lauri Reynolds had contacted city hall to inform of her absence due to illness. Also present was Councilor Cuthbertson, Councilor Billings, City Administrator/Recorder Hohnbaum. Audience members included Amy and Todd Nystrom, and Emma Crane.
4. Public Items and Comments: None
5. PUBLIC HEARING: NYSTROM PARTITION/LOT LINE ADJUSTMENT
 - a. Chair Smith read the opening and announcement to initiate the public hearing at 6:02PM.
 - b. Chair Smith inquired of any ex-parte contacts, conflicts, bias or site visits. Eastridge commented that he has seen the property numerous times. No other.
 - c. CA Hohnbaum presented the staff report.

Finding of Fact 1: The application was deemed complete on March 10, 2017 by city staff review.

Finding of Fact 2: The application given to the applicant by city staff to complete is actually a Benton County application form. No city form adequately provided the required information for the review. The application form does include some inquiries more appropriate for rural properties than properties which are serviced by municipal services.

Finding of Fact 3: City zoning code states that there is no minimum lot size in the Commercial Zone.

Decision Criteria 1: 2.350 Replatting allow the reconfiguration of lots or parcels and public easements within a recorded Plat in accordance with ORS 92.180 and 92.190. A replat shall conform to all of the requirements of the City for a subdivision of land including notice and approval of Tentative Plan.

Decision Criteria 2 2.328

Recommendation: Recommended Conditions of Approval

- a. Council has to review and approve action of tentative plan.
 - b. A partition plat shall be prepared by an Oregon land surveyor in accordance with ORS 92 and County Surveyor Plat standards. The surveyor shall submit the original plat and a true reproducible of the plat, and the filing fee to the County Surveyor.
 - c. The applicant shall record the approved plat at the County Recorder's Office and provide a copy of the plat to the City Recorder.
- aa. The applicant was invited to present their request and relating information.
Todd spoke about the intention of centering a larger building on the combined lots.
- bb. Proponents were invited to speak.
- cc. Opponents were invited to speak.
- dd. Testimony of Neutral Parties including Governmental Bodies was invited. CA Hohnbaum stated that he notified ODOT, Monroe Telephone and PPL as to the proposed land use action and no comments were received. Salot asked about the process
- ee. Chair called for a motion to keep the record open and no motion was made.
- ff. The applicant was asked if they wanted to waive the 7 day period to submit a final report and they did.
- gg. Chair Smith closed the public hearing at 6:17pm and announced that the matter was open to commission discussion and deliberation.
- hh. Chair Smith called for a motion. Commissioner Eastridge moved that the lot line adjustment/partition plat and tentative plan submitted by Nystrom Land and Timber LLC to combine two lots be approved based upon the Findings contained in the Staff Report and subject to the Conditions of Approval contained in the Staff Report. Commissioner Fredricks seconded the motion.
- ii. Chair Smith called for any additional discussion.
 - ii. Chair Smith called for a vote. All votes were cast for Aye: 6-0. Reynolds-absent
 - kk. Chair Smith announced that this was a final decision by the Planning Commission and that the decision would be reviewed by the Monroe City Council without a public hearing on April 24, 2017.
6. OLD BUSINESS:
- a. Connectivity Plan outreach/postcards-CA Hohnbaum updated the commission about the mailing being done by the Council of Governments planning staff and the public awareness level will be increasing.
 - b. Town Hall Meeting Plan-Vice Chair shared the plans for April 23 planned event including the questions being asked for public input. Stan asked for feedback on the proposed project plan for updating the comp plan.

- c. Review Action Items from MPC Working Session of March 20, 2017- The commission discussed the comp plan update. They discussed Sunday April 23rd 1-5pm for the event. Commission and audience discussed methodologies of getting the word out regarding the event and the type of food or refreshments to serve.
- d. Development and Project Update from City Administrator-CA Hohnbaum shared the announcement regarding the upcoming training event for planning commissioners which will be held in Eugene. He also provided an update regarding the Dollar General property issues and concerns.
- e. Other Old Business-Councilor Billings asked about the comp plan update. Councilor Cuthbertson inquired as the planning commission providing updates to the council on the comp plan.
- f. Vice Chair Salot inquired about staff working on a platting element of the comp plan update. The commission reached consensus to have another work session perhaps on the 20th at 5:30pm.

7. NEW BUSINESS

- a. Approve Minutes from March 6, 2017: Fredricks moved and Salot seconded the motion to approve the minutes of March 6, 2017. Approved 6-0
- b. Draft resolution establishing and setting community development zoning fees and clarifying application processes for the City of Monroe. CA Hohnbaum shared the process of the rewrite.

8. RECOMMENDATIONS TO COUNCIL: Replat the two lots decision review.

9. ADJOURNMENT: Chair Smith adjourned the meeting at 7:23pm

Respectfully Submitted;

Approved by Commission May 1, 2017

Rick Hohnbaum, City Recorder

Chair Kathy Smith