



MONROE PLANNING COMMISSION MINUTES
August 24, 2017 COUNCIL CHAMBERS 6pm

1. Call to Order: At 6PM Chair Kathy Smith called the meeting to order and led the commission and audience in the Pledge of Allegiance.
2. Roll Call: Present was Kathy Smith, Stan Salot, Tim Eastridge, Dan Sheets and David Mills. Also present was Rick Hohnbaum, City Administrator.
3. PUBLIC ITEMS AND COMMENTS: Chair Smith stated that the commission wanted to recognize its newest member David Mills. Commissioner Mills was asked to share a few words and he spoke about his background, involvement in the community and his desire to serve the community.
4. APPROVAL OF MINUTES: Commissioner Eastridge moved to approve all three sets of minutes (July 10, July 17/20 and August 7) as presented. Commissioner Sheets seconded the motion. Ayes: All. CA Hohnbaum requested that the commissioners review the notes from the work session and consider follow-up tasks or ideas that they would like to follow-up on from the significant material and education that was provided during the work session.
5. PUBLIC HEARINGS:
 - a. Quasi-judicial Public Hearing---Limited Land Use Review---An application for a partition to create three buildable lots on Block 43 West of 9th and North of Pine Street File # 2017-10. Chair Smith read the land use planning script for the quasi-judicial public hearing for the City of Monroe. Chair Smith inquired if any commissioners had conflicts or ex-parte contacts and none were stated. Chair Smith called for the staff report which the City Administrator/Planner Hohnbaum presented reviewing both the written staff report and recent correspondence with the city engineer. Mr. Dale Drake who was present as a representative of the applicant, introduced himself and the history of the property including the substandard tax lots and wetland issues. Mr. Drake presented the long-term plan to build some houses now and address the financing for the long-term development of a subdivision. He stated that they could not afford to do full street improvements just for six buildable lots. The commission and Mr. Drake discussed street development plans and housing affordability relating to the proposed partitions. Salot asked about a business plan that would define the development of the streets. Chair Smith asked for any other public comments or questions. Mr. Todd Nystrom inquired about the sizes of the proposed houses. Ms. Ruby Doyle inquired about the development plans. Commissioner Salot moved to continue the hearing until September 5th at 6PM to receive additional information

related to the street access plans and the long-term development plans. Commissioner Eastridge seconded the motion. Ayes-All.

- b. Quasi-judicial Public Hearing---Limited Land Use Review---An application for a Partition to create three buildable lots on Block 39 West of 10th and North of Ash Street File # 2017-11. Chair Smith opened the public hearing at 7:03pm. Commissioner Salot moved to continue the public hearing until 6pm on September 5th. Commissioner Sheets seconded the motion. Ayes-All.

The commission discussed additional information and Tim suggested schematic on their entire long-term plan. Salot suggested that the application should consider the entire details for the development. Chair Smith suggested some visual and drawing of the streets and the commission wanted to see the documented plan for long term and short-term development.

6. LIMITED LAND USE DECISION(S)

- a. Administrative Variance Application-Set back exception for new residence
CA Hohnbaum reminded the commission of the option relating to the administrative variance process. Hohnbaum reviewed the written staff report and presented his recommendation. He encouraged the commission to make a motion and then discuss and deliberate their decision as they deemed appropriate. Stan moved to deny the variance but it died from lack of second. Stan Salot moved to require the applicant to go through a formal variance process. Commissioner Eastridge moved accept the administrative variance with 4 feet on the upland setback and 8 feet for the street side. Commissioner Salot seconded Ayes: All

7. OLD BUSINESS:

- a. Red Hills Application-Extension Expires August 31, 2017
CA Hohnbaum stated that this business item would be on the next council agenda. Chair Smith moved to recommend to the city council that they deny the extension for the Red Hills application. Vice Chair Salot seconded the motion. Ayes-All.

8. NEW BUSINESS:

- a. Brewpub Applications
CA Hohnbaum stated that the city had received two applications for variances for the proposed project but had not yet received a site design review application. Hohnbaum stated that since the requirement was that the city provide 20 days' notice to all property owners within 250 feet and that the application had not been received yet, he is suggesting that the planning commission meet on September 18th for the purpose of conducting a public hearing and reviewing of the three applications. He also stated that this project does not appear to require city council review.
- b. Main Street Planning Update
CA Hohnbaum shared the work session hosted by the Beautification Committee with the state director of the Oregon Main Street Program on August 16th. He reviewed the report from that event which was included in the Planning Commission Packets and encouraged the commissioners to read, review and consider the recommendations. Hohnbaum also

stated that the City was sending a strong delegation to the state Main Street Conference in Oregon City in October including the Mayor, Chair of the Beautification Committee, two local business owners and a planning commissioner.

c. Visioning and Comp Plan

CA Hohnbaum shared the comp plan update and visioning activities and plans relaying the status of the work products that the planning commission had already accomplished. He shared his recent awareness of the requirement for not only Planning Commission hearings on the draft language for the comp plan but notification to the state 35 days prior to those required hearings.

d. Future Agendas and Planning Dates

CA Hohnbaum shared the information about the training event on September 23rd and asked the commissioners to check their calendars and let him know of their availability. The City will be allotted more seats for this special event which Monroe is hosting and the City would like to see as much opportunity as possible for commissioners and councilors to attend.

e. Other new business: Commission Eastridge brought up roads and standards that seem inconsistent and CA Hohnbaum shared his recent efforts of working with the city engineer addressing those concerns.

9. RECOMMENDATIONS TO COUNCIL: Commission Salot moved to recommend to the council to engage the city engineer in developing the planning and standardization for infrastructure development to occur during the land partition development process prior to the building permit process. Commissioner Eastridge seconded the motion. Ayes-all.

10. ADJOURNMENT: Chair Smith adjourned the meeting at 8:04pm.

Respectfully submitted;

City Recorder Hohnbaum

Approved by Planning Commission Action September 18, 2017.



Planning Commission Chair Kathy Smith

1-8-18
Date:

ATTEST: 

City Recorder Hohnbaum

1-9-18
Date:

