



Community Development
 Planning Division
 501 SW Madison Avenue
 Corvallis, OR 97333

**DRAFT
 CITY OF CORVALLIS
 PLANNING COMMISSION MINUTES
 September 7, 2016**

Present

Carl Price, Acting Chair
 Jim Boeder
 Tom Jensen
 Susan Morr e
 Paul Woods
 Rob Welsh
 Frank Hann, Council Liaison

Staff

Paul Bilotta, CD Director
 Kevin Young, Planning Manager
 Jason Yaich, Senior Planner
 Terry Nix, Recorder

Absent

Jasmin Woodside, Chair
 Ronald Sessions, Vice Chair
 Jim Ridlington

SUMMARY OF DISCUSSION

	Agenda Item	Recommendations
I.	Community Comments	
II.	Presentation of Findings from the Draft Urbanization Report	
III.	Request to Initiate Land Development Code Amendments	Motion passed to Initiate Land Development Code Text Amendments based upon information provided in the August 26, 2016 memo from the Community Development Director to the Planning Commission
IV.	Continued Review of the Land Development Code	
V.	Minutes Review – August 17, 2016	Approved
V.	Old Business	
VI.	New Business	
VII.	Adjournment	Adjourned at 9:15 p.m.

CONTENT OF DISCUSSION

The Corvallis Planning Commission was called to order by Acting Chair Carl Price at 7:00 p.m. in the Downtown Fire Station Meeting Room, 400 NW Harrison Boulevard.

I. COMMUNITY COMMENTS

Court Smith suggested that findings be removed from the Comprehensive Plan. He said that policies can be written without findings and that findings are not included in most comprehensive plans. He said that findings are unnecessary, costly and focus too much on little details.

Mr. Smith suggested the following name and definition for the type of development referenced in proposed CPP 9.7.6: *Clustered, Walkable Village – Clustered and walkable is used to emphasize many different types of activities together and closely associated with a residential complex that are within a walkable distance and where automobiles are not necessary, nor do they create a barrier to walkability. Housing is clustered together with gathering places, services for daily life, amenities and public space. Open space is a necessity. The clustered, walkable village is connected to transit and may be associated with downtown, educational, commercial, health care, recreational, government, or industrial zones.*

Mr. Smith complimented the Planning Commission on being welcoming of public testimony. He was especially pleased when he had students come and present their work and the Commission took it seriously and incorporated findings and policies related to that input.

Commissioner Woods thanked Mr. Smith for his ongoing participation. He asked about the comment that other comprehensive plans do not include findings. Mr. Smith said he has viewed comprehensive plans from Portland, Hillsboro, Bend, Eugene, Albany and others, and he hasn't found any comprehensive plan that includes findings. Policies must be based on substantive data but there is a lot of data available. He suggested that the process be changed going forward.

II. PRESENTATION OF FINDINGS FROM THE DRAFT URBANIZATION REPORT

Senior Planner Yaich reviewed findings from the draft Urbanization Study, as detailed in the written staff report. The study looks 20 years into the future and is based on a number of projections, including a population projection for the Corvallis UGB which was developed by staff in alignment with Oregon Administrative Rules and reviewed and acknowledged by the City Council. Once adopted, the reports contained within the Urbanization Study can be used for decision-making support. The full draft study was presented to the City Council last month and it is available on the City's website.

Planner Yaich reviewed the four components of the Urbanization Study. The buildable lands inventory answers the question of how much land and of what type is currently available in the urban growth boundary, the housing needs analysis answers the question of how many dwellings are needed to support the projected 20-year population growth, the economic opportunities analysis answers the question of how much industrial and commercial land is needed to support the community's economic development goals, and the summary of land sufficiency shows the surpluses and deficits. The study shows that the City has enough land overall to support its residential needs for the next 20 years with the exception that there is a

309 dwelling unit (approximately 12 acre) deficit for high-density residential. Based on state law and LUBA decisions, the City cannot formally adopt the study until that deficit is addressed. The study also shows a deficit of 103 acres of commercial land and 54 acres of public institutional land. Staff will look for Council guidance on a process to collect community input on Comprehensive Plan map changes to address the identified deficits. An initial public meeting to present this information to the public and solicit feedback will be held on Wednesday, September 14, 5:00 p.m., at the Library Main Meeting Room.

In response to questions from the Commission, Planner Yaich clarified some of the information presented and provided additional information as follows:

- The analysis of park land needs is primarily based on the recently adopted Parks and Recreation Master Plan which uses a more flexible methodology based on area needs.
- Based on staff's direction, ECONorthwest analyzed the inventory of lands both with and without encumbrances; that information is included in the technical report and executive summary report. The conclusion in both cases is that there is plenty of land to support the overall need for residential but there is a deficit of high-density residential.
- The study looks at vacant or partially vacant lands that would support the growth in housing and includes detail about ways the deficit could be addressed. Redevelopment is typically addressed through policy direction and could be part of the forthcoming community discussion.
- The technical report includes a demographic analysis and a discussion of changing trends and what they might mean for Corvallis.

Brief discussion followed regarding next steps and the upcoming community process.

III. REQUEST TO INITIATE LAND DEVELOPMENT CODE AMENDMENTS

Director Bilotta presented a request that Planning Commission authorize initiation of Land Development Code amendments in three areas as detailed in the staff memorandum. The updates would address a regulatory change around the way municipalities address expedited land divisions, as well as three process enhancements: 1) A mandatory pre-application neighborhood meeting for most land use actions that include a public hearing. The intent is that the early meeting would encourage improved design, promote cooperation between developers and neighborhoods, and facilitate more informed public hearings. 2) Amended pre-notification requirements to provide land use application information to the public earlier in the process and to account for changes in technology that have made it easier to provide notice. 3) Removal of detailed application requirements from the LDC and instead provide them on the official application form to allow for application requirements to more easily be revised or streamlined based on technology changes, process improvements and needs.

Commissioner Boeder said that, in his experience, there is a lot of uncertainty during the staff review process and even the developer often doesn't know what the final application will be until it is deemed complete by the City; he thinks it is unfair to the neighbors and the developer to hold a public meeting without that information.

Commissioner Woods said he thinks the pre-application neighborhood meeting is a good idea; however, he wonders if the City has the authority to make that mandatory. Director Bilotta

said that this application requirement has been used in other Oregon cities. It was noted that the draft language would be reviewed by the City Attorney's Office prior to coming to the Planning Commission which would then make a recommendation to the City Council.

In response to additional questions from the Commission, staff explained existing noticing procedures and the proposed electronic pre-notification that would be supplemental to mailed notices. Staff could look into whether state law would allow citizens to opt out of paper mailings.

Commissioner Jensen said there were a series of neighborhood meetings associated with the Sather Annexation 15 years ago; he suggested that staff look to see what process was used and whether it was deemed successful. Manager Young said that staff could look to see what records are available; but he doesn't believe City staff attended those early meetings.

In response to questions from Commissioner Woods, Director Bilotta said that removing the detailed application requirements from the LDC and adding them to administrative procedures is intended to result in a simplified process and may reduce costs by allowing items to be submitted electronically. Any changes that would increase the financial burden to applicants would be venturing into policy and would be brought back through a process.

In response to a question from Commissioner Boeder, Manager Young said that staff is suggesting the neighborhood pre-application meeting be held before the application is formally submitted so that the developer can be made aware of neighborhood concerns and make changes to address those prior to submitting an application. Brief discussion followed.

MOTION: Commissioner Woods moved to initiate Land Development Code Text Amendments based upon information provided in the August 26, 2016 memorandum from the Community Development Director to the Planning Commission. Commissioner Welsh seconded the motion and it passed unanimously.

IV. CONTINUED REVIEW OF THE LAND DEVELOPMENT CODE

The Planning Commission continued its review of the Land Development Code, beginning with Chapter 1.3 – Enforcement. Planning Manager Young reviewed each provision and provided clarifying information in response to questions from the Commission.

Section 1.3.10 – Responsible Officer. No changes were proposed.

Section 1.3.20 – Building Permit. No changes were proposed.

Section 1.3.30 – Certificate of Occupancy. No changes were proposed.

Commissioner Woods noted that identical language is repeated in several sections of the LDC. Director Bilotta explained that people often read only the section of code that is applicable to their situation and language is often duplicated so it can stand on its own within each section.

Section 1.3.40 – Noncompliance with the Approved Development Plans. No changes were proposed.

Section 1.3.50 – Stop Work Order. No changes were proposed.

Section 1.3.60 – Violations. No changes were proposed.

Commissioner Woods commented that there are multiple violations of LDC language related to vegetation over sidewalks and streets. He has sent e-mail complaints to the City but has not received a response. He understands that enforcement is complaint-driven; however, even when a complaint is made, sometimes nothing happens. Manager Young said that staff has limited resources and code compliance staff utilize a matrix to work through higher priority issues. Director Bilotta said that staff is working on a process that would allow citizen complaints to come into a single portal and be routed to appropriate staff. He will look into adding an automated response for e-mail complaints.

Discussion followed regarding examples of Type I and Type II violations and the processes used for each.

V. **MINUTES REVIEW**

August 17, 2016

MOTION: Commissioner Woods moved to approve the minutes as drafted. Commissioner Jensen seconded the motion and it passed unanimously.

IV. **OLD BUSINESS:** None.

V. **NEW BUSINESS:**

Commissioner Jensen raised a concern regarding the City's new Imagine Corvallis 2040 document. He attended a gathering held by the League of Women Voters where participants were given rough drafts of the vision and asked to come up with three actions or ideas. Both of the groups he engaged with expressed serious concerns that the new document doesn't draw on or tie into the 2020 Vision Statement and that the new visions are vague in comparison to the more solid language in the 2020 Vision. He said participants were concerned that the 2040 document is being generated by a consultant in a way that mimics a document used in other communities and that there hasn't been enough local input. Given that this document will be the basis for the Comprehensive Plan, he thinks that it should be reworked such that it comes from the citizens and not a consultant.

Commissioner Morr  said she also participated in some of the workshops and heard some of the same comments conveyed by Commissioner Jensen, especially related to starting from scratch rather than using the 2020 Vision as a starting point.

Acting Chair Price suggested that this issue may be outside of the Commission's purview and he suggested that concerns be directed to Councilor York, who is very involved in this process.

Councilor Hann noted that the new document hasn't yet been approved by the City Council and that there is still opportunity for public input into the vision document as well as strategies to implement the concepts contained therein. He said that Council is very open to input from

individuals and groups. Manager Young added that the 2020 Vision lined up well with the Comprehensive Plan but it didn't get to other aspects of community life. The goal with the 2040 plan is to produce a broader vision for the entire community that goes beyond City government and land use. There has been a concerted effort to engage the public and a significant amount of input has been received. Every member of the community is invited to come forward and give input on this document.

VI. **ADJOURNMENT**: The meeting was adjourned at 9:15 p.m.