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

DRAFT
CITY OF CORVALLIS
PLANNING COMMISSION MEETING MINUTES
September 21, 2016

Present
Jasmin Woodside, Chair
Carl Price
Paul Woods
Tom Jensen
Susan Morré
Jim Boeder
Rob Welsh
Jim Ridlington
Frank Hann, Council Liaison

Staff/Consultant:
Paul Bilotta, Community Development Director
Sarah Johnson, Senior Planner
Greg Gescher, City Engineer
Lisa Scherf, Transportation Services Manager
Eric Adams, Planning Consultant (Plannext)

Excused Absence
Ronald Sessions, Vice Chair

Absent

Visitors

SUMMARY OF DISCUSSION

	Agenda Item	Recommendations
I.	Community Comment	
II.	Public Hearing: Airport Master Plan Comprehensive Plan Amendment (CPA15-00003)	Recommend approval to City Council
III.	Continued Review of the Land Development Code – LDC Chapter 1.4 – Non-conforming Development.	For information only
IV.	Other Business/Info Sharing	For information only
V.	Adjournment – 8:38pm	

The Corvallis Planning Commission was called to order by Chair Jasmin Woodside at 7:00 p.m. in the Downtown Fire Station Meeting Room, 400 NW Harrison Boulevard.**COMMUNITY COMMENTS:**
None

II. PUBLIC HEARING: AIRPORT MASTER PLAN COMPREHENSIVE PLAN AMENDMENT (CPA15-00003).

A. Opening and Procedures:

Chair Woodside said that the intent of the application is to incorporate the 2013 Airport Master Plan as a supporting document to the Comprehensive Plan. The order of tonight's proceedings shall be: staff report; public testimony; Planning Commission questions of staff; Planning Commission deliberations; and final recommendation. There is no specific time limit for any testimony; however, please attempt to keep comments brief and directed to the criteria upon which this decision is made. Persons testifying either orally or in writing may request a continuance to address additional documents or evidence submitted. If this request is made, please identify the new document or evidence during your testimony. Persons testifying may also request that the record remain open seven additional days to submit additional written evidence. Requests for allowing the record to remain open should be included in your testimony. The public hearing is now open.

B. Declarations by the Commission: None

C. Staff Presentation:

Planner Johnson said this is a legislative land use hearing and, as such, there is no applicant. In order to provide the Commission with some background on the Airport Master Plan and the intent of the application, Transportation Services Supervisor Lisa Scherf and Eric Adams, Plannext Consulting, will make a brief presentation. She will then, as necessary, review the applicable criteria along with the request for a motion.

Ms. Scherf said that she had been involved in the development of the application to incorporate the Airport Master Plan into the Comprehensive Plan through the work of the consultant under contract with the Public Works Department, Eric Adams of Plannext Consulting. She asked Mr. Adams to give the presentation and said she was available in case there were any questions.

Mr. Adams said he had prepared the staff report being presented this evening, requesting action to formally amend the Comprehensive Plan to adopt the 2013 Airport Master Plan as a supporting document. This basically amounts to changing the references in the Comprehensive Plan text to reflect the 2013 date, as well as updating some of the listed Airport Advisory Board references in Article 11. Planner Johnson was available to provide some additional background on the process that was followed to create the Plan. It was intensive, and involved an earlier review by the Planning Commission and City Council to formally approve the document as the revised Airport Master Plan. The staff report outlines how the document is consistent with applicable Statewide Planning Goals, as well as policies from the Comprehensive Plan. Adoption of this Plan as a supplemental document to the Comprehensive Plan gives the City the ability to rely on it with respect to any future land use decisions within the boundaries of the airport itself.

D. Public Testimony: None.

E. Questions of Staff: None

F. Close the Public Hearing:

Hearing no request for a continuance or to hold the record open, the Chair declared the public hearing closed.

G. Discussion and Action by the Commission:

Chair Woodside asked if Commissioners had any questions of staff.

In response to a question from Commissioner Ridlington, Planner Johnson explained the process had been overseen by a project advisory committee. Four public meetings and a workshop had been held; and late in 2013 a joint session between the Planning Commission and City Council took place which was attended by the consultant who explained all of the changes being proposed to the current Airport Master Plan. Additionally, a presentation was made to the Board of Commissioners to introduce all the updated Master Plan to them. The process has taken some time, but now it needs to be incorporated into the Comprehensive Plan as a supporting document, so it can be used to inform any land use decisions on Airport property. Per the City/County urban fringe management agreement, the process requires the County sign off on it.

Commissioner Morré asked if adoption of the document meant that land use applications at the Airport were also subject to other aspects of the City's Comprehensive Plan and Land Development Code. Planner Johnson said that they would be subject to Benton County zoning standards. The City, as owner of the property, can use the Master Plan in order to make decisions on development occurring at the Airport and Airport Industrial Park.

Commissioner Woods referred to Comprehensive Plan Table 11.15, which lists Corvallis Airport Master Plan dated 2003 as a supporting document. He asked if his understanding was correct that this application to incorporate the 2013 Airport Master Plan simply meant making some changes to citations in the Comprehensive Plan. Planner Johnson affirmed that this was the case.

MOTION: Commissioner Price **moved** that the Planning Commission forward a recommendation to the City Council to approve the requested Comprehensive Plan Amendment to adopt the 2013 Airport Master Plan as a supporting Document to the Corvallis Comprehensive Plan. He also moved that the Planning Commission forward a recommendation to the City Council to approve the proposed changes to Article 11 of the Comprehensive Plan, as presented in the staff report (Attachment D). These motions are based on the criteria, discussions, and conclusions contained within the September 21, 2016, staff report to the Planning Commission, and based upon the findings presented by the Planning Commission during their deliberations. Commissioner Woods **seconded** the motion.

Commissioner Woods asked staff to review the changes proposed for the Comprehensive Plan. Planner Johnson said there were changes to the titles of the appropriate advisory boards, since some "commissions" had been re-designated as "advisory boards." The other change was simply to update the reference from 2003 Airport Master Plan to 2013 Airport Master Plan. In response to another question from Commissioner Woods, Planner Johnson said the process had taken time to get to this point simply because staff – along with Planning Commission and City Council – had been extremely busy, and the process had also required some coordination with Benton County.

The motion **passed** unanimously.

III. CONTINUED REVIEW OF THE LAND DEVELOPMENT CODE – LDC CHAPTER 1.4 – NON-CONFORMING DEVELOPMENT.

Director Bilotta introduced Chapter 1.4 – Non-Conforming Development, and led the commission through an explanation of the chapter.

After a brief discussion with staff and commissioners about whether to proceed with a review of Chapter 1.6 (Definitions), it was agreed commissioners should let staff know ahead of time which of the definitions they would like to discuss instead of going through a tedious exercise of reviewing all of them. A session will then be scheduled for October to do the review. Commissioners suggested a few definitions that they would like included in the review: setbacks; contains; and the distinction between lot, parcel, site, and tracts. Director Bilotta asked that they send any more requests to him so he could prepare. Staff will also discuss others they believe need some explanation.

Commissioner Price opined that all definitions should be located in this chapter, as opposed to having some references to definitions in other chapters. An example of this is the definition for "accessory dwelling" which is located in Chapter 4.9. Director Bilotta pointed out that there are actually two definitions sections: Chapter 1.6 contains all of the non-use definitions and Chapter 3.0 contains all of the use classifications.

IV. OLD BUSINESS.

Planner Johnson shared that City Council held a work session on the Comprehensive Plan amendments. They were able to review the old language, as well as strikeout and new language throughout the affected articles. These documents showed the Council what the Planning Commission had recommended, which they appreciated seeing, and then were given links to all of the other materials. The public hearing has been scheduled for October 17, 2016. Chair Woodside thanked Commissioner Woods for attending the work session. Commissioner Woods said when the Planning Commission's work was superimposed on the whole Comprehensive Plan, there were parts of the existing text that appeared to need additional updating; however, it was not their charge. Director Bilotta said it was like painting one side of a house and then realizing the other three sides also needed painting.

Commissioner Woods then raised the issue of vegetation over a sidewalk and asked who owns the sidewalks. City codes talk about keeping them clear, and it generally has been the owner of the adjacent property that has the responsibility, per the Municipal Code. He is confused whether this is an ownership or an easement situation. Director Bilotta said that for the most part it is up to the abutting property owner to maintain the parking strips. There was additional discussion about ownership of those areas and a discussion about property rights.

Commissioner Ridlington asked for an update about the development behind Shari's. Planner Johnson said pre-development conversations had taken place but nothing has been done as yet. The previously approved application is close to expiration. In response to a question from Chair Woodside, Planner Johnson said the application for a Walgreen's on 53rd Street north of Highway 20-34 had expired.

Commissioner Boeder asked for clarification about when affected persons get notified that a Capital Improvements Plan (CIP) project is about to be implemented. Planner Johnson said the CIP process is a public process that identifies projects that are priorities for completion, but that no funding is tied

to a project that is placed on the CIP list. This means that some projects can remain on the list for a number of years before the project is funded and initiated.

Commissioner Woods also suggested that though projects are put onto the CIP through a public process, it can be many years before a project gets realized. Implementation of a project can then surprise people, so there ought to be another public notification process after the funding of a project but prior to implementation. He suggested that this be put on the planning issues list.

Chair Woodside also suggested that if there was any aspect of Chapter 1.4 people might want to look at in the future, it should be flagged as a planning issue and part of the Land Development Code review process.

In response to a query from Commissioner Morré, Planner Johnson said after the conflicts between density calculations and square footage were identified as an issue, it was resolved with the last update.

Commissioner Woods asked what the path forward was now that Planning Manager Young had resigned his position. Director Bilotta said they have a recruitment ad out for the position, and until they hire someone in that capacity they are splitting the responsibilities between two lead workers: Planners Johnson and Yaich. Kent Weiss will also be helping out during the interim. They hope to have a manager in place by December.

V. NEW BUSINESS.

Chair Woodside said that the agenda for the October 5, 2016, Planning Commission meeting will include a public hearing on a solar access waiver. They will also add review of Chapter 1.6, which can be postponed if the hearing runs late. She reminded commissioners to send an e-mail to Director Bilotta with any Chapter 1.6 definitions they would like to discuss.

VI. ADJOURNMENT. The meeting was adjourned at 8:38 p.m.