

SCAPPOOSE PLANNING COMMISSION

Council Chambers at City Hall
33568 East Columbia Avenue

PLANNING COMMISSION MEETING MINUTES; Thursday, August 23rd, 2018 at 7:00 p.m.

1.0 CALL TO ORDER

Vice Chair Jensen called the meeting to order at 7:00 p.m.

2.0 ROLL CALL

Scott Jensen	Vice Chair	Laurie Oliver	City Planner
Bill Blank	Commissioner	Elizabeth Happala	Office Administrator III
Bruce Shoemaker	Commissioner		
Rita Bernhard	Commissioner		
Tim Connell	Commissioner		

Resigned since last meeting;
Chair Kulp
Commissioner Dahla

3.0 APPROVAL OF MINUTES

3.1 June 28th, 2018

Commissioner Blank moved, and Commissioner Shoemaker seconded the motion to approve the Planning Commission minutes from June 28th, 2018.

Motion Passed 5-0. AYES: Vice Chair Jensen, Commissioner Blank, Commissioner Shoemaker, Commissioner Bernhard, and Commissioner Connell.

4.0 CITIZEN INPUT

No one in audience.

5.0 NEW BUSINESS

5.1 APPOINT CHAIR & VICE CHAIR

Vice Chair Jensen began by stating that he is happy to continue as vice chair as there might be some Port related items coming next year related to the airport, that he might have to recuse himself from, therefore it would better that he wasn't the chair.

Commissioner Bernhard agreed.

Commissioner Connell said he would like the experience.

Commissioner Blank asked how anyone else felt about being chair.

Commissioner Shoemaker stated he should be the last one picked since he is the least consistent in attendance due to his job, but he wouldn't mind, although he feels there are others that would be a better.

Commissioner Blank stated he wouldn't mind as he's been the chair before, but he is busy chairing three other organizations.

Commissioner Bernhard stated she wouldn't be able to as she has some family health issues that are still unknown.

Commissioner Shoemaker asked if we knew who was coming on Planning Commission.

City Planner Oliver replied that we do not know who is coming on yet.

Commissioner Bernhard asked if council has already looked at applicants.

City Planner Oliver replied that they did two interviews but have not made any decisions yet.

Commissioner Connell stated that if he is the only option then he would be chair.

Vice Chair Jensen that the commissioners would help with any questions.

Commissioner Blank added that the Chair has always had someone sitting next to them to help them out.

Commissioner Shoemaker added that there has been training in the past.

City Planner Oliver stated that there is a standard opening statement which is read at the beginning of the meetings that ensures people stay on track.

Commissioner Blank held up the commissioner training flyer that was handed out before the meeting.

Commissioner Connell stated that he was looking at that but unfortunately, he is in his busy season at work; from Sept. to Jan. and he cannot take any time off work. Then asked if he could be interim Chair.

City Planner Oliver replied they normally elect the positions once at the beginning of the fiscal year.

Commissioner Shoemaker stated that he would do it, but he is not very reliable due to his work, adding that if he couldn't be there then the Vice Chair would run the meeting.

Vice Chair Jensen replied that it would then become very important that he attend the meetings that could be conflicts for him.

Commissioner Connell stated that if Commissioner Shoemaker volunteers for Chair then he would volunteer for Vice Chair.

Vice Chair Jensen stated he would like to remain Vice Chair, adding that he can't be chair since he would have to recuse himself from any Port related topics.

Commissioner Connell stated he has only lived in Scappoose for 10-12 years and has the least conflict of anyone here tonight and might as well do it.

Commissioner Blank asked if he could make a motion, adding that it is not that hard.

Vice Chair Jensen stated that are many training videos out there on how to run a meeting.

Commissioner Blank make a motion, Commissioner Bernhard seconded the motion to appoint Commissioner Connell to the Chair of Planning Commission to replace resigned member Chair Kulp and that Scott Jensen to remain Vice Chair.

Motion Passed 5-0. AYES: Vice Chair Jensen, Commissioner Blank, Commissioner Shoemaker, Commissioner Bernhard, and Commissioner Connell.

Everyone thanked Commissioner Connell.

City Planner Oliver stated that he could always watch how Mayor Burge conducts the City Council meetings or he could attend them.

5.2 TEAM AGREEMENT REVIEW AND ADOPTION

Vice Chair Jensen asked if they needed to read this out loud first.

City Planner Oliver replied that it was up to them, adding that is the same as it was last year, and it serves as more of a reminder.

Commissioner Shoemaker stated that they don't need to read it out loud since it is the same as last year.

Commissioner Blank asked about #14, speak with one voice; what exactly does that mean.

City Planner Oliver replied that she did not draft it, but her understanding is that you want to present yourself in agreement whether you are in the community or at a meeting; that you are speaking in a similar mind-set and not conflicting strongly against the decision.

Commissioner Bernhard added that once the decision has been made then it only makes sense that the commission is supportive of that decision. Stating that when they are in the discussion phase of the decision then that is the time to bring up any questions or opinions.

City Planner Oliver agreed adding that they must be able to talk through everyone's different points which is a part of their job. Stating that then there is not any major disagreement with the final decision.

Commissioner Blank stated that there could be times where the decision is not made in everyone's favor.

Commissioner Bernhard agreed, adding that once the decision has been made then they all need to support it.

Vice Chair Jensen stated that there is nothing that states the commissioners must go out and support the decision afterwards and one could just decline to engage in the conversation. Adding that they can't speak in opposition of the commission's decision.

Commissioner Shoemaker moved and Commissioner Bernhard second the motion that the Team Agreement be adopted as presented.

Motion Passed 5-0. AYES: Vice Chair Jensen, Commissioner Blank, Commissioner Shoemaker, Commissioner Bernhard, and Commissioner Connell.

6.0 COMMUNICATIONS

6.1 Calendar Check

Commissioner Blank advised that on Sept. 29th the Farmers Market will be open until 4pm. Adding that the Community Club will be hosting another Party in the Park with a 5k run, beer gardens and music.

City Planner Oliver stated that the Commission might have a meeting on Sept. 27th if the application comes in

when she is expecting it. Then discussed the Planning Commission training coming up in Eugene soon, and the other items in the calendar.

6.2 Commission Comments

Commissioner Blank stated that everyone is doing a good job and thanked Commissioner Connell for stepping up to become Chair.

6.3 Staff Comments

City Planner Oliver stated that it has been awhile since our last meeting and went over the following highlights;

- Applied for a grant through DLCD for an Affordable Housing Strategy and was awarded the grant. After they sign the MOU they should be able to start within a month, it will dovetail off the Housing Needs Analysis which outlined some next steps for developing affordable housing for our community. Adding that the State will assign a consultant to us at no cost, City Council will probably serve as the Advisory Committee, and the consultant will do a feasibility of different options that would best work for us through a recommendation process.

Commissioner Blank asked if that would tie into our homeless population, which City Planner Oliver was not sure about adding that it should be addressing housing affordability issues.

Commissioner Bernhard stated there has been a lot of emphasis on the homeless issues in the news.

Commissioner Blank stated that the City of St. Helens is adding tiny container homes; on a vacant lot near 7th Street off West St.

Continuing with the highlights; City Planner Oliver has had a few development inquiry meetings;

- 4-plex on Manor Dr. that originally came to them as a subdivision that would connect Manor Drive off Scap-Vern Hwy. with the Manor Drive accessed off Wheeler St., but some property issues arose for that connection to happen so now it could just be a 4-plex.
- 36-unit apartment complex across from the St. Helen's Credit Union off NW 1st St., they have yet to submit the full application, so it might not be a full 36 units since the apartment building would need to be out of the floodplain, although the parking & out buildings could be in the floodplain. Adding that there are two tax lots.
- Plus, she has been working on a food cart ordinance. Adding that St. Helens does process theirs through the Temp Use Permit just like we do, but theirs is good for a year and renewable whereas ours is only good for 90 days and not renewable.
- Next application for our Sept. 17th meeting will amend some language on our Street Tree approval that is currently an appendix of our Urban Forestry Management Plan adopted in 1996. Instead of having it in a document that requires any changes to go through the state plus changing our ordinance which could take 3-4 months, it will become an approved list on file with the planning dept. that we can quickly change as needed. Stating that there is a caveat that the Parks & Rec Committee must make the recommendation. Adding that our Parks & Rec Committee has a member that is a Landscape Designer who has helped us create the updated list of street trees.
- Updated the inventory section of the Comprehensive Plan for Transportation, Police & Fire Services which was very outdated.
- Charles T. Parker Way which goes from West Lane Road to the OMIC site will start construction any

day now.

- The Port of St. Helens is shifting the taxiway 15' to the west.
- Our City Engineer has issued first review comments for the eastern extension of Crown Zellerbach Road. Adding that an early grading permit has been issued, but they are staying away from the sensitive lands.
- Our City Engineer has approved the Port of St. Helens water & sewer line extensions; starting anytime.
- St. Helens Credit Union is doing some façade improvements and addressing drainage problems, repaving, striping and replanting street trees.
- Seely Lane Park project started this week.
- Creek Restoration is happening, she attended a work session with City Council where Pat Welle from the Scappoose Bay Watershed Council presented the tour on site. Stating that the in-water work schedule ends Aug. 31st, so they will be done working in the creek by then but will continue with their finish work out of the creek; stabilizing it for winter and new plantings in phases.
- Restating that council did have two planning commission interviews but has yet to hear anything.
- Logging at Bella Vista might still be going on as they were first going to fall the trees then haul them out, stating she has not heard if they are done yet.

7.0 ADJOURNMENT

Vice Chair Jensen adjourned the meeting at 7:32pm.



Vice Chair Scott Jensen
Approved with corrections

Attest:



Elizabeth Happala, Office Administrator III