

# SCAPPOOSE PLANNING COMMISSION MINUTES

Thursday, March 14<sup>th</sup>, 2024 at 7:00 p.m.

Disclaimer: These minutes are intended to summarize the conversations that took place in this meeting. For a full transcript with video recording of this meeting on YouTube go to; <https://www.scappoose.gov/bc-pc/page/planning-commission-22>

## 1.0 CALL TO ORDER

Chair Jensen called the meeting to order at 7pm

## 2.0 ROLL CALL

### Commissioners;

Scott Jensen            Chair  
Bill Blank              Vice Chair  
Rita Bernhard        Commissioner  
Monica Ahlers        Commissioner  
Harlow Vernwald     Commissioner  
Marty Marquis        Commissioner  
Sara Jones-Graham   Commissioner

### Staff;

Laurie Oliver Joseph   Community Development Dir.  
NJ Johnson              Associate Planner  
Chris Negelspach        City Engineer  
Elizabeth Happala       Office Administrator

*Excused;*

*Ty Bailey                Commissioner*

### Audience attendees;

Applicant Lea Chitwood and John Chitwood  
Consultant John DeJong, Technical Engineering Inc.

## 3.0 APPROVAL OF MINUTES

3.1 February 8, 2024, meeting minutes

Commissioner Bernhard moved and Vice Chair Blank seconded the motion to approve the minutes.  
**Motion Passed 7-0. AYES: Chair Jensen, Vice Chair Blank, Commissioner Bernhard, Commissioner Vernwald, Commissioner Ahlers, and Commissioner Marquis & Commissioner Jones.**

## 4.0 CITIZEN INPUT

*None*

## 5.0 NEW BUSINESS

### 5.1 Docket #SDR 2-23

The Scappoose Planning Commission has scheduled a limited land use decision to consider an application for Site Development Review (SDR 2-23) submitted by Lea Chitwood. The request is to allow for the change of use from an existing single-family home to a real estate office as well as improvements to various site amenities. The site is located at 33454 SW JP West Road, southeast of the SW JP West Road and SW 1st Street intersection, on property described as Columbia County Assessor Map #3212-CA-03200.

***Format: Limited Land Use Decisions do not allow verbal testimony during the hearing since they do not require interpretation or the exercise of policy or legal judgement; however, written comments are permitted prior to the deadline of the public comment period; must be received by Wednesday, March 13, 2024, at 5:00 p.m..***

Chair Jensen read the docket item, the limited land use format, calling the hearing to order, and stating the order of hearing, he then asked if any commissioner needed to declare any ex-parte contacts or conflicts. After hearing none, he called for the staff report.

Associate Planner Johnson went over the staff report and 28 conditions of approval in detail, then asked the commissioners if they had any questions.

Chair Jensen asked about the deferment of the right of way along the JP West frontage, and if they were still planning on doing the frontage improvements and just deferring the right of way dedication.

Johnson agreed, adding that it would be a 5' sidewalk matching the existing gas station site then other frontage improvements as well.

Chair Jensen then asked the applicants to come forward.

Applicant Lea Chitwood and Consultant John DeJong came forward. Application Lea Chitwood stated that they did not have anything else to add to the staff report and welcome any questions.

Consultant John DeJong stated his name and company name, adding that Associate Planner Johnson did a very thorough job presenting their project and stated he is here tonight to answer any questions.

Chair Jensen thanked them for their time then closed the hearing for consideration by the commission.

Vice Chair Blank stated that 20 odd years ago they implemented a downtown overlay and many of the item are based on that overlay zone. Adding that he does not see anything in the proposal that is not acceptable or hasn't been approved based on the staff report. And the whole area will be developed at some point in time as that was what the overlay was designed for.

Commissioner Bernhard stated it was very thorough.

Chair Jensen stated that this is straightforward by the code and seeing no other conversation he would entertain a motion.

Vice Chair Blank moved and Commissioner Bernhard seconded the motion to approve SDR 2-23 as presented with 28 conditions of approval.

**Motion Passed 7-0. AYES: Chair Jensen, Vice Chair Blank, Commissioner Bernhard, Commissioner Vernwald, Commissioner Ahlers, and Commissioner Marquis & Commissioner Jones.**

## **6.0 COMMUNICATIONS**

### **6.1 Calendar Check**

Chair Jensen went over the calendar.

Community Development Director Oliver Joseph stated that there will be no Planning Commission meeting on March 28<sup>th</sup>.

### **6.2 Commissioner Comments**

Commissioner Ahler stated that she noticed that there were a reference to the Uniform Building Code with is not what the Oregon Structural Specialty Code is based on anymore.

Community Development Director Oliver Joseph replied that she appreciated her pointing that out as they are doing several code revision.

Chair Jensen thanked staff and appreciated them for making their jobs really easy.

Vice Chair Blank stated it was easy and ready to go.

### 6.3 Staff Comments

Community Development Director Oliver Joseph went over the joint Planning Commission and City Council meeting scheduled on Monday March 18 reviewing quite a bit of proposed development code amendments in support of the 50-Year Plan. Adding that packets have been distributed to them tonight. The next council work session will be April 15<sup>th</sup>. She then went over the current applications; three restaurant complex deemed incomplete, Keys Road 3 million gallon water reservoir to be deemed complete soon, inquiry meeting for a self-storage facility on the Cinnamon Tree property, pre-application for Wauna Credit Union south of Bi-Mart, pre application for a JP West partition near Jobin Lane, and continuing with the UGB study area analysis. She hopes they can all make it to the Annual Town Meeting in April as it's always a good event and the Mayor will be doing a state of the City address, plus the city manager recruitment team might say a few words and request some community feedback.

Associate Planner Johnson added that our agency partners will have tables; Scappoose Bay Watershed Council and our 50-Year Plan consultants.

Commissioner Blank asked if they will be breaking off into small groups.

Community Development Director Oliver Joseph replied that they would not have any actual activity this year.

Commissioner Blank asked about the home being remodeled right now on the corner of 1<sup>st</sup> & JP West opposite the one they approved tonight. And if that would be coming to them for approval.

Community Development Director Oliver Joseph replied that she was not aware of it and would need to go check it out. Adding that if they were changing their use then it would come to them for approval and stated that property owners can do general maintenance and repairs to their homes in the downtown overlay areas without the planning office approval. She then stated that the application tonight was pretty straightforward as they were just putting in a parking lot, adding that a part of the code changes related to the 50-year plan they were going to look at how they can streamline some process to make it easier for our developing community to get projects done. For an example, she said under the new proposal for site development review, this particular application would have not come to Planning Commission and would just be a staff level approval. Adding that they would still be required to be required to notice their neighbors because there isn't anything discretionary or controversial about their proposal without any variance or sensitive lands.

Commissioner Bernhard asked about the timeline for the Annual Town Meeting since its JR Gedlick's funeral that day at 11am.

Community Development Director Oliver Joseph stated it should be done in about 2 ½ hours, which should work out fine.

Commissioner Blank stated he was married to Donna Gedlick who was a City Council member and once our city recorder and thanked Commissioner Bernhard for the information.

Commissioner Bernhard stated his service will be held at St. Wenceslaus Church.

City Engineer Negelspach went over some projects in the engineering department; Moore Rd. under construction north of the airport, food cart pods are moving along well, multiple plan reviews occurring and staying quite busy.

Vice Chair Blank asked about St. Helens trying to seek a solar company.

City Engineer Negelspach stated there are two components to that, a manufacturing piece they were proposing in St. Helens and then an assembly piece here.

Commissioner Blank stated that it would bring in about 1000 jobs and more people would be looking for homes here.

Community Development Director Oliver Joseph added that the food cart pod has filled all their eleven slots.

Chair Jensen asked about the proposal for the new land use process and how they would handle comments about a proposal especially comments against it.

Community Development Director Oliver Joseph replied that it would be handled how it now in that the comments come to the planning department, and they would continue to work with the applicant to make sure they are responding back to all the comments, and we would add our staff comments as well. Adding that as you know, unless there is a violation of some criteria, they still have the obligation to approve it.

Associate Planner Johnson added that it would come to Planning Commission if it were appealed.

Community Development Director Oliver Joseph stated that staff decision is always appealable to Planning Commission.

Chair Jensen asked if there was only one appeal process.

Community Development Director Oliver Joseph replied that she believed it could still be appealed to City Council.

Chair Jensen stated that his understanding was that it was only one appeal process within the city.

Community Development Director Oliver Joseph stated she would look into that as it seemed to her that there was always a next level.

Commissioner Blank asked if it were a normal situation then if they did something the applicant didn't like, then they could appeal their decision.

Community Development Director Oliver Joseph agreed adding that she looked at a few applications over the years and there would have been only one or two that would have stayed with the staff level approval. And that it is a step in the right direction and maybe we see how that goes to make it easier for our development community especially for these smaller projects like the one we had tonight.

Chair Jensen agreed and would like to recommend leaving an option for staff to kick it to Planning Commission at staff discretion.

Associate Planner Johnson stated that option exists in the proposed language right now.

## 7.0 ADJOURNMENT

Chair Jensen adjourned the meeting at 7:44 pm.



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Chair Jensen

Attest:   
Elizabeth Happala, Office Administrator