

- I. Call to Order: January 9, 2013 at 7:05 pm
- II. Administration:
 - a. Roll Call:
Planning Commissioners: Joanne Siler, Richard Clappé, Terri, Michelsen, Dan Ayers, Mike Anderson, Hal Grimnes (7:18 pm); Staff: City Manager Jeff Aprati, City Planner Sabrina Pearson
 - b. Minutes: Terri Michelsen, Richard Clappé; Unanimous
 - c. Approval of the 2013 Planning Commission Meeting Calendar:
Discussion about the schedule of meetings and the proposed meeting change for the July 2013 meeting from Thursday, July 4, 2013 to Wednesday, July 10, 2013.
Motion to approve as proposed by Staff: Joanne Siler, Second: Terri; Vote: Unanimous approval
 - d. Election of Officers:

President: Planning Commissioner Terri Michelsen: Nominates Planning Commissioner Dan Ayers; Planning Commissioner Richard Clappé 2nd: Unanimous approval
Vice President: Planning Commissioner Terri Michelsen: Nominates Planning Commissioner Richard “Swede” Clappé; Planning Commissioner Joanne 2nd: Unanimous approval
Secretary: Planning Commissioner Joanne Siler: Nominates Planning Commissioner Terri Michelson; 2nd Planning Commissioner Richard Clappé; Unanimous approval
 - e. Visitors: Kellye Aprati, Wheeler resident and wife of City Manager Jeff Aprati
 - f. Correspondence: None
 - g. Non-Agenda Items:
 1. Planning Commission Vacancies: Two vacancies; Planning Commission President Dan Ayers asks City Manager Jeff Aprati to advertise the opportunity. Discussion about what constitutes a quorum. City Planner Sabrina Pearson cites: Planning Commission Ordinance 76-1 Section 4 identifies that the majority of the Planning Commission constitutes a quorum.
- III. Unfinished Business:
 - a. City of Wheeler Zoning Map
Discussion about the letter and map update recommendations drafted by the City Planner to the Department of Land Conservation and Development (DLCD) Larry French, Periodic Review Specialist, and Patrick Wingard, North Coast Regional Representative. Planning Commission President Dan Ayers wants to make sure that in the updates to the digital zoning map, that the estuary zone is located where there is estuary and asks staff to review all proposed changes with the Planning Commission even if DLCD considers the updates administrative. If there is a reason that the highway is zoned Estuary or zoned as it is, let us know why. City Manager Jeff Aprati and City Planner Sabrina Pearson confirm that all updates will be reviewed at public meetings with the

Planning Commission and City Council before using a map with updates; an update from DLCD is anticipated to be ready for the February 7, 2012 Planning Commission Meeting.

- b. Wheeler Comprehensive Plan Background Report: Review Table of Contents:
Discussion about the letter drafted by the City Planner to the Department of Land Conservation and Development (DLCD) Larry French, Periodic Review Specialist, and Patrick Wingard, North Coast Regional Representative. City Manager Jeff Aprati and City Planner Sabrina Pearson confirm that all updates will be reviewed at public meetings with the Planning Commission and City Council; an update from DLCD is anticipated to be ready for the February 7, 2012 Planning Commission Meeting.
- c. Land Use Planning Trainings: Available for free viewing at www.oregonapa.org/PCT-search
Watch 20 minutes of an APA Training Video using a projector supplied by Mayor Stevie Burden.

Title: Rural and Small Community Planning in Oregon
Anita Yap: City of Damascus Community Development Director

The training video emphasizes:

Relationships: It is important to have a good relationship with the staff; a good relationship with each other. The Planning Commission should be trained and provided with a normalizing opportunity before a development application is presented. The Planning Commission needs to have a good relationship with the City Council; applicants; and be appropriate with the public. It is a good idea to have a joint work session every year with the City Council and the public, so that everyone is on the same page as the year is underway. If the Planning Commission has concerns, they should make a list of the issues, present it to the Council and discuss these issues before they become contentious. Planning Commission subcommittees are a good tool, but it is important to meet the open meeting rules.

Conflict of Interest: Full disclosure on all issues to make sure that any potential conflict of interest is unveiled and determined to not be a problem. Do not discuss any application or potential application with any community member.

Types of Decisions: Need to understand the legislative versus the quasi-judicial decisions. Legislative amendments are the best opportunity to evaluate concerns about the ordinance that are related to the community rather than an individual application. It is a good idea to bring up your concerns in a public forum...talk to your Planning Director.

Bias and pre-judgment: Everyone does have bias and opinions, but they should not color your ability to make a fair decision. A commissioner or councilor can be asked to step down from a decision if they have expressed bias even if it was in the past. It is a good idea to describe all of your ex-parte contact to ensure that there is not a potential for appeal. "We don't like McDonald's" is bias while the statement "we don't like drive through restaurants and the garbage that occurs" guides development ordinance construction so the City can make sure that design standards reflect what the best case scenario would be.

Training and Education: Remember that the Commission / Council / Staff are guided by the Comprehensive Plan, not by their own opinions. Planning Commissioners have the opportunity to educate the community about the importance of land use planning. Land Use Planning is the method communities use to guide growth so that the appearance of community can be anticipated.

Cities should keep proactive with the training opportunities. Small cities have opportunities for funding and expert assistance available to them. The Governors Economic Revitalization Team (ERT), DLCD, the League of Oregon Cities (LOC), the Oregon Department of Transportation (ODOT) Transportation and Growth Management Program (TGM), private foundations like the Ford Foundation and the Meyer Community Trust, Universities, Schools can offer training and design advice. Local community members and groups, such as the chamber of commerce can act as public advisory groups, i.e. review the transportation system plan.

d. Any other unfinished business: None

V. Upcoming Meetings; Commissioner, Manager, Planner and Staff Comments:

a. Upcoming Meetings:

February 2013 Agenda will include:

1. DLCD response to Planner letters regarding the Zoning Map and Comprehensive Plan Background Report.
2. Discuss a proposed amendment to add an expiration period for Design Review consistent with Conditional Use and Variance standards: 1 year with an opportunity for a 6 month extension.
3. Response from Council to Commission request for a Joint Council / Commission Work Session in March to discuss goal setting. Planning Commission would like to propose discussion of short term rentals and the tabled waterfront development amendments.
4. Update from City Manager about 2nd and Gregory duplex appears unfinished and building materials are lying around the site. Check on the status of the permit.
5. Next Trainings: Roles and Responsibilities, Eight practices of commissions, Quasi-judicial land use decisions, Oregon land use goals
6. Update from City Manager regarding 273 Pine Street. Four truckloads of fill were placed adjacent to property owned by Planning Commissioner Richard Clappé in 2011 with a clearing, cutting, or filling permit, but required drainage and erosion measures were never completed.

b. Commissioner Concerns:

Planning Commissioner Terri Michelson: Lazlo Update: Terri asks about the Laszlo property resolution. City Manager Jeff Aprati explains that the Geologic Hazard Report was received and it identified no issues that need resolution.

Planning Commissioner Terri Michelson Nuisance concern: Terri asks whether the City can require that construction projects need to be kept cleaned up. Specifically, the building site at the corner of second and Gregory appears to need clean-up.

Planning Commissioner Richard Clappé: Fill concern: Four truckloads of fill were placed adjacent to property owned by Planning Commissioner Richard Clappé in 2011 with a clearing, cutting, or filling permit, but required drainage and erosion measures were never completed. Request for the City Manager to follow up on this.

Short Term Rentals: The Planning Commission discusses that Short Term rentals could be a good economic opportunity for the City and recommend a town meeting to address concerns and get the public to talk about the opportunity again.

Waterfront Development Ordinances: The Planning Commission discusses the importance of having ordinances in place that guide suitable growth before an application is submitted. The Planning Commission wants to have a work session with the Council to discuss goals going forward, including taking up the waterfront development ordinances that were tabled previously. The purpose would be to create a better ordinance to get property developed as an asset to the City. Planning Commissioner Hal Grimnes: Examples include Leavenworth, Washington. Wheeler, has a history, it can have a theme. Wheeler can promote the positive, increase the merchant success opportunities and promote economic and industrial opportunities.

Public Relations:

The Planning Commission discusses how to encourage the public to attend Planning Commission meetings and to become involved in and educated about the planning process. City Manager Jeff Aprati recommends the City Newsletter may be a suitable opportunity. Planning Commission President recommends publishing a Planning Commission contribution in the newspaper.

c. City Manager Jeff Aprati comments:

City Manager Jeff Aprati recommends that the Commission can voice their concerns about possible Zoning Ordinance violations to the City Council through a letter to the City Council. The Commission prefers that the City Manager act as a liaison to the Council; bringing concerns to the attention of the Council as appropriate.

d. City Planner Sabrina Pearson comments: None

e. Staff Comments: None

VI. Adjournment: 9:35 pm