

# MINUTES

City of Molalla **Planning Department**  
March 5, 2008

## Call to order

Mr. Shane Potter called the meeting to order of the joint session between the Planning Commission and the City Council at 6:15 p.m. on Wednesday, March 5, 2008 at the Molalla City Hall.

## Roll call

### CITIZENS

Ms. Joan Zuber, Ms. Susan Hanson, Ms. Carine Goldin and Mr. Mark Wheeler

### CITY COUNCIL

Mayor Tom Foster, Council President Mary Jo Mackie, and Councilor Glenn Boreth

### PLANNING COMMISSION

Chairperson Dick Miller, Vice Chairperson Harry Ruth, Secretary Michelle Mills, Commissioner Bob Trexler, Commissioner Joe Greenman and Commissioner Paul Erickson

### STAFF

Molalla Planning Director Shane Potter and Assistant Planner Zach Pelz were present.

## Approval of prior minutes

The joint committee acts as an informal work session between the Planning Commission, City Council and the Public and is not a formally established government entity. Because of this it is not necessary to approve the minutes from prior meetings.

## Open issues

The March 5 meeting was a continuation of the February 20<sup>th</sup> meeting and therefore the discussion picked up where it left off, beginning with Chapter 18.56: Stream Corridors. City of Molalla Planning Director, Shane Potter explained that language will be added, in the final rough draft, to this section which will help to ensure these areas along with wetlands are better protected from future development.

City Councilor Glen Boreth asked Mr. Potter how the City will ensure the 50' buffer is adhered to.

Mr. Potter replied that the City has no control over existing development; however, during the time in which these properties redevelop, the City and the Planning Department will ensure compliance through appropriate setback requirements.

Mr. Boreth asked if the 50' buffer applied to both sides of the creek.

Mr. Potter stated that indeed the buffer would apply to both sides of designated creeks.

Mr. Potter next outlined Chapter 18.56 on Signage regulations. When Potter explained that revolving signs would not be permitted, Commissioner Paul Erickson added that the City of Bend had to amend their sign ordinance – which contained language similar to the proposed City of Molalla sign code – to allow barber shops to maintain the old style, lit, spinning signs.

Mr. Potter continued to explain the various sections that make up the sign code; a-frame signs, gasoline signs, political signs, etc.

Commissioner Michelle Mills commented that requirements for gasoline pricing signs are mentioned twice in separate sections of the Chapter.

Mr. Potter assured Ms. Mills that this would be corrected.

Mayor Tom Foster asked whether there would be an exception for the neon “Open” signs that are typically placed in retail and other commercial windows.

Mr. Potter replied to Mr. Foster by saying that because these signs are located within the building and because of their relatively small size, these signs are not covered by this sign code.

Mr. Potter next explained that Garage Sale and Household Sale signs are not allowed on telephone poles under the proposed sign code. Mr. Potter said that under the new code, residents would be able to use a uniform, City designed, A-Frame sign for advertising these types of sales.

Mayor Foster asked about the feasibility of enforcing such an ordinance, especially due to the fact that these signs are placed on non-City owned property.

Councilor Boreth repeated Mayor Foster’s sentiment and continued to ask about the exact penalty for such an offense.

Mr. Potter explained that they would be subject to the general fine of up to \$1000 per day per offense.

Commissioner Mills asked where would signs such as “no LNG pipeline” fall under the proposed code.

Mr. Potter explained these types of signs would be subject to the requirements of the temporary sign code.

The discussion next moved to a brief outline of the proposed language for Manufactured homes. There are essentially two sections of the proposed code that deal with development pertaining to manufactured homes:

1. Manufactured homes within manufactured home parks, and
2. Manufactured homes outside of manufactured home parks.

Mr. Potter next explained a section of the proposed code, which in his words is, “Perhaps one of the only sections of the proposed development code that remained largely unchanged.” Because of the recent revision of the section pertaining to telecommunications facilities (2003), the Planning Commission felt it adequately expressed compliance with the vision for Molalla.

The process for establishing Camping and Recreational facilities was discussed next.

Councilor Boreth asked if the regulation limiting camping in these facilities to more than 120 days applied to clubs such as VFWs, Moose Lodges and similar associations.

Mr. Potter admitted to Mr. Boreth that he was unsure of this and would have a response to them by the next meeting.

Mr. Potter next outlined the criteria for Historic Sites.

Commission Chair Dick Miller expressed the need for a formal inventory of historic sites within the City of Molalla.

Mr. Potter explained the proposed language pertaining to Conditional Uses.

Mr. Boreth asked if the parking requirements in this section would apply to home daycare facilities.

Mr. Potter explained that City regulations would apply to home daycare facilities housing fewer than 12 children and that State law applied to all daycare facilities with more than 12 children.

Assistant City Planner Zach Pelz commented that in his opinion, the section on historic sites needed to be elaborated upon.

Mr. Potter said that this would indeed be done, and admitted that this section was included as the process for developing language for this section was running out of time.

Mr. Pelz added that this section should also explain the process for appealing a decision to place sites on the City’s inventory.

Mayor Foster asked if the Planning Department’s website will have a search feature once all of these documents are finalized.

Mr. Potter said that the website would have a search feature to facilitate the location of the various documents.

### New business

Mr. Potter outlined the tentative agenda for the next Joint Session. Mr. Potter explained that the Planning Department will have URA information back from our consultant, and that we

will be discussing the following documents; the Parks and Recreation Master Plan, the Downtown Master Plan, the Comprehensive Plan and the development titles of the Molalla Municipal Code.

Mr. Potter said these documents would be ready by March 26 and notice will be sent to all property owners within and abutting the study area boundary.

Mr. Potter went on to say that the Joint session will convene on April 16 (tentative) to discuss these documents. Joint Session members should expect to have these documents for review no later than March 26.

Mayor Foster said that this meeting will start at 6:00 p.m. in order to allow time for comment.

Mr. Potter finished by saying that Joint Session members can also expect to have all the documents available as mentioned earlier for review. They will have these documents by March 26 to review ahead of time.

### Requests for Additional Information

Ms. Joan Zuber asked the Joint Session if there would be an opportunity for public input.

Ms. Zuber was concerned of the potential for the proposed Equestrian-Residential (ER) zone to cause sprawl and further went on to ask if this was inconsistent with the goal of statewide planning, which encouraged compact, higher density urban environments.

Mr. Potter explained that the idea of this zone is to locate on sites with difficult topography in areas that are not dispersed. Mr. Potter stated that this development is also intended to be served by a trail system planned for the Bear Creek corridor.

Ms. Susan Hanson stated that it is obvious from the minutes posted for past Joint Session meetings that the Joint Session members anticipate anger from rural residents. Ms. Hanson asked, "Why are we angry?" Ms. Hanson continued to answer her question, stating that rural residents are angry because the Planning Commission has made presumptions on where the Urban Growth Boundary will expand without input from the public. Ms. Hanson continued to say that Joint Session members are aware that the Kylo tree farm will be included in the new Urban Growth Boundary and Joint Session members act as if they know nothing of this.

Ms. Hanson requested that her knowledge of the Kylo tree farm being included in the new Urban Growth Boundary be put into the record. Ms. Hanson also stated that she was aware that the City of Molalla is protecting this site [Kylo tree farm] from the proposed Palomar gas line for future development purposes.

Ms. Joan Zuber continued to talk about concerns with the ER zone. Ms. Zuber mentioned that she had not heard of a need for such development, and recommended the City (Planning Department, City Council, and Planning Commission) tighten up the requirements

for this zone. Ms. Zuber argued that the facilities are not clearly defined nor are the procedures for storing and collecting waste.

A brief argument transpired over the adequacy of the proposed ER zone and the transparency of the entire process for reviewing the development code and the URA/UGB expansion and Comprehensive Plan.

Mr. Potter explained that this process has been open to the public from the onset, including articles in the newspaper. Mr. Potter also explained that there will be a Joint Session open to the public to make comment on the Urban Reserve Areas which is tentatively set for April 16.

### Adjournment

Again, because the joint committee acts as an informal work session between the Planning Commission, City Council and the Public and is not a formally established government entity there is no formal adjournment procedure. The meeting ended at 7:30 p.m.

The next meeting is scheduled for April 16, 2008 at 6pm at the Molalla City Hall.