

**JOINT CITY COUNCIL/PLANNING COMMISSION WORKSHOP
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April 6, 2011**

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City of Dundee
Joint City Council/Planning Commission Workshop Minutes
April 6, 2011

Call to Order

Mayor Crawford called the meeting to order at 6:00 P.M.

Council and Staff Attendance

Present: Mayor Crawford, Councilors Adlong (6:03), Miller, Pugsley (6:58), and Reddell, Planning Commission Chairman Fiedler, Commissioners Baird, Hinson, Lietz, Manning, Mock, and Wymore (6:18). Excused Absence: Councilors Munson and Nelson. Staff members: Rob Daykin, City Administrator, Tim Ramis, City Attorney, Luke Pelz, City Planner, Dave Monson, City Engineer, and Debra Manning, Secretary.

Public Attendance

Mary Dorman, Angelo Planning Group, Naomi Zwerdling, ODOT, and David Bergen.

Agenda Changes:

None.

Public Comment:

None.

Joint City Council/Planning Commission Workshop:

Mary Dorman, Angelo Planning Group, stated the purpose of the meeting to review the draft Riverside Master Plan and Riverside District Zone to make changes to the draft before the public hearings for the Planning Commission on May 18th and the City Council on June 7th. The project is funded through a State of Oregon Transportation Growth Management grant. The contract has a June 30th completion date to complete the public hearing with the consultant.

Master Plan Overview:

The area under consideration includes approximately 400 acres by the riverside, which is currently zoned agricultural, with the note that the land will be rezoned when the need for residential land is shown. In 2008, the Edwards, the owners of the northern property, rezoned to a combination of residential, light industrial (LI), and commercial. At that point the City Council asked for a master plan for the area and attached a condition to the rezone to complete a master plan.

The City's Riverside Master Plan process progressed through meetings with the major property owners and a Design Charette in October. The Edwards expressed their desire to maintain what they currently have zoned; to develop a Vintner's Village with wine production and tasting facilities on the eastside of the bypass. The other side of the bypass would be higher density residential and some commercial backed to the bypass. The Lindquists stated their interest in residential development and a nine-hole golf course. Their property is primarily residential with three neighborhood parks and a small commercial area. The area outside the Urban Growth Boundary (UGB) is in an exclusive farm use zone with restrictive uses such as golf courses and parks. The Master Plan reflects and accommodates the proposed waste water treatment project, including the nature park. The south part is identified as residential with another neighborhood park and a connection to Fulquartz Landing Road.

Dorman noted five existing residential parcels under separate ownership off of Edwards Drive and suggested that they should be excluded from the Riverside District Zone.

The Master Plan is similar in approach to a planned unit development (PUD) stating the level of development, transportation analysis has evaluated the impacts of the development, and flexibility is provided with different housing types, and lot sizes. Dorman noted that local streets were not identified. The Edwards plan identifies possible proposed streets. The question was posed if their local streets should be removed from the Master Plan for consistency. Dorman reviewed the sections of the Master Plan. She noted the district policies on pages 15 through 19, which would be used by staff or the Planning Commission for subdivision master plan or cite development review in the riverside area.

Issues to Address:

- Water supply
- Updates to the Water Master Plan
- Strategies for funding improvements, including the possibility of an area-wide system development charge (SDC) to support streets, water, wastewater, etc.
- Continued work with ODOT on the Bypass overcrossings
- The identified preferred crossing would be linked to the signal at Fifth Street and Highway 99W. The Fifth Street extension is outside of the UGB on private farmland property, which would have to be negotiated and a goal exception for the road outside of the UGB or minor UGB amendment to include in the UGB.

Questions:

1. Are the current City code requirements sufficient to deal with adequacies and inadequacies of public facilities?
2. The Parks and Open Space Master Plan recommended including provisions in the code to deal with neighborhood park site dedication, which have not been included in the code. Should they be added to the Riverside District zone?
3. How to get easements for dedication of trail sites and more detailed planning for those trails.

C.A. Daykin clarified the water situation: conditions were attached to the Edwards' rezone including adequacy of water and sewer services. An update from Murray, Smith and Associates Inc. was handed out, which noted limited water supply for new development, with a maximum potential to add thirty-four residential units under optimum conditions. The Council is reviewing the option of water from the Willamette River, which will be costly and may take up to five years to implement. The Council is also looking at other interim measures. Daykin asked how the City will allocate the limited supply as development takes place.

City Attorney Ramis suggested looking at land development in four tasks:

- 1) Develop land use regulations
 - a. A critical part of the zoning code is to ensure the language gives the authority to make sure projects do not come through the process until the City is satisfied that the infrastructure planning and finance plan is adequate.
- 2) Develop infrastructure plans for storm, sewer, transportation, etc.
 - a. Will require policy decisions by the Planning Commission and the Council
 - i. Water planning choices including whether or not the City will make water available on a first come first serve basis or existing resources are

for non-Riverside Master Plan parts of the City and Riverside Master Plan areas will have to invest in new water resources.

- 3) Develop a finance plan
 - a. The general philosophy is growth pays for itself
 - b. Estimate costs
 - c. Look for funding options: assessment district, SDCs, or a development agreement (city agrees development can occur in phases and the developer assures finances will be available in a timely way to support it)
- 4) The entitlement process where people file applications and go through the process to determine if a plan is consistent with the City's land use designation and infrastructure plan and whether there is an adequate finance plan to support it.

Dorman asked if the City should try to engage with the property owners when they are ready to develop or prior. Ramis suggested early engagement to help move the process ahead. Daykin asked if the conditions should be included in the Riverside Master Plan to have a prepared infrastructure plan and financial plan in place for water and parks. Ramis suggested flagging it under the facilities section to include mention of the inadequacy of the water supply and storage and make it clear there are items to be accomplished before someone can comply with the approval criteria. Dorman asked if the water policy issue should be included, to clarify that they cannot develop until there is a new water supply. Ramis confirmed, subject to the desire of the community. City Engineer Monson inquired about the adequacy of public facilities as in concurrency. Ramis clarified that full facilities need to be there when the development happens. Monson suggested that language is critical to include in Riverside Master Plan.

Mayor Crawford noted that we do not want to overbuild infrastructure, but we do want some development to help offset costs of the wastewater project. Ramis stated that you may have a policy for existing supplies on a first come first serve basis up to 200 to 300 equivalent residential units and a different policy beyond that, for example. Commissioner Baird questioned the affect if the first to come were commercial or light industrial developments. Daykin noted that a winery would be a heavy water user. He stated that there are approximately 22 vacant residential lots and other undeveloped properties, who can submit applications now, which could place the City in a moratorium status if we started denying those building permits.

Ramis stated that if the existing supply of city lots can't be provided adequate water there are two options:

- a. Deny permits. If it is a moratorium, plans will need to be developed quickly
- b. Public facility strategy, you declare the problem and take up to seven years to solve problem (Example: City of Wilsonville's queue system to meter permits out slowly while they developed an alternative water source)

C.A. Daykin noted that Kittleson and Associates identified entities including the City to be involved in the funding for signals on Highway 99W, railroad crossings, and the additional turning lane on Fifth Street. These are projects that are not typically funded by the City and suggested that the City maintain control over the development of these improvements.

The City Attorney cautioned the need for a consensus with the property owners on how the park improvements will be accomplished. He noted that the planning documents are evolving documents.

Councilor Reddell questioned when public safety issues such as adequate fire and police coverage would be addressed and how the development will affect the Volunteer Fire Department. Daykin stated that typically the increased property taxes from new development pays for fire and police,

and fire and police facilities cannot be attached to SDCs. Ramis added that he has seen examples of land being dedicated for fire stations and it would be worth investigating. Dorman noted that water supply and street widths should be considered for fire services. Reddell suggested that the Fire Task Force should consider the issue and also how it would affect the insurance requirements. Crawford noted that the City's Fire Department also provides service to the Dundee Rural Fire District through an intergovernmental agreement.

Commissioner Lietz asked if the plan could address how development phasing would occur. City Attorney Ramis noted the City could have an infrastructure phasing plan with development tied to it and the timing with commercial development.

The Mayor questioned the standard of using a percentage of development completed for requiring certain transportation system improvements. Dorman suggested rewording the development threshold to trips generation.

Dorman asked if it is clear enough to note the parks on the master plan and that the developer has to dedicate land for a neighborhood park. The City Attorney replied if buyer is not willing to dedicate land then the burden is on City to prove it in a quantitative manner. C.A. Daykin referred to the 2.5 acres per 1,000 population standard for neighborhood parks in the Comprehensive Plan. Ramis noted it needs to be consistent throughout the City including the existing parks. Councilor Adlong noted that currently there are four acres of developed park per 1,000 population.

Mayor Crawford questioned the wording on section 2.112.06 A.4 regarding a cash contribution in lieu of land dedication. Daykin noted that the City should have a plan to provide parks in region A and C with an executed agreement with the property owners before any development takes place. He noted that it is the intent is for the City to acquire land in anticipation of working with Chehalem Park and Recreation District to develop park improvements. Ramis cautioned the need to confirm the intent from the park district to improve any land the City acquires.

Commissioner Baird asked if the property owners were in agreement with the park development. Dorman stated that they seem receptive to the two separate parks, the community park which would require property from both owners needs a plan/agreement between the two owners. Funding options would be sought for the community park.

Commissioner Wymore expressed concern for the location of a park to be noted at the beginning of the property development. Daykin referred back to the development agreement. Dorman added that the district zone would require a master plan with the streets and park located. The master plan timeline would need to be considered.

Commissioner Hinson inquired the ramifications of the developer changing the density and questioning the need for a park with the change. Engineer Monson noted you could require that the proposed development meet 80% of the planned density. Dorman noted that the City currently does not have a minimum density. She asked if a minimum density can be applied in one area of town. Ramis replied it could be possible. Dorman noted that the riverside area will look for higher density development.

Design Standards:

Currently the code has a site development review process. Dorman referred to the proposed design standards in the draft zone, which are closely based on the State's model code for smart development. She questioned what the City wants in this area.

Commissioner Manning added that design standards can give the community a good identity. The standards would prevent “snout houses” and would give a cohesive feel. He suggested deletion of carports, noting the same space is required for a garage. Manning noted the standards cover non-residential buildings and are not overly restrictive as written. C. Adlong asked for inclusion of points for energy efficiency. Dorman replied sustainability items can be reviewed. Dorman noted the plan could cross reference City wide code standards.

Dorman asked if the City wanted limitations on building sizes in the commercial and light industrial areas. The majority consensus is to avoid big box uses in a small town. Adlong suggested mitigating the larger buildings, so they do not have a “box” appearance and are aesthetically pleasing. Commissioner Manning noted section 2.112.11C. 2.b. as a starting point for size limitation. Baird inquired if buildings between 6,000 to 20,000 square feet are subject to a conditional use review. Dorman confirmed.

Commissioner Lietz asked about future school development. Dorman advised it would be a conditional use in sections C, D & F. There are no plans for future school buildings in Dundee.

The majority consensus was for a maximum size limit with additional design requirements for sizing beyond that limit. It was noted that big buildings can be designed to feel like small buildings i.e.: the main street buildings in Disneyland. Dorman referred to the size limit in the zoning change on the Edwards property of 3,000 for commercial and the LI (Vintner’s Village) did not have square footage limitations. The City Engineer suggested allowing up to a size limit such as 6,000, with 6,000 to the maximum building size allowed by a design review. Dorman noted it could be a staff review. Councilor Adlong suggested that the Planning Commission review commercial development with an open process for public comment. Planner Pelz suggested having the Planning Commission review commercial footprints in the detailed master plan before they apply for the building permit or site development review. Commissioner Lietz inquired what the Planning Commission would use for guidelines. City Attorney Ramis advised that design review is subjective. The City Attorney noted that if a process is established, it can be amended after review of other cities. Dorman referred to Pringle Creek in Salem as an example for consideration with a varied mix of housing types. She cautioned to not be too prescriptive.

Majority consensus was reached to exclude the existing homes on Edwards Drive from the proposed riverside district zone and to zone the Vittoria property located next to the UGB in District F as R-1 standards.

Dorman suggested broadening the uses in the Light Industrial (LI), Vintner’s Village, to include items such as event facilities and restaurants. She advised that Scott Siegel (code audit) relayed that the City is shifting from a list of permitted uses to a use category approach; the Riverside Plan was drafted to be consistent with those changes.

Streets:

Engineer Monson expressed concern with the collector street cross section of the six foot sidewalk, four foot planter and a two foot strip, which is a maintenance problem. He suggested six foot sidewalk with a six foot planter. Dorman noted inconsistencies with the cross sections and the Development Code: local streets in the plan are 26 foot width, while the code shows 28 foot width. Monson suggested review with the Fire Department. He noted 28 foot is a commonly used standard. Lietz noted that parking is a problem on the narrow streets. Dorman inquired if the City was comfortable with a sixty foot right-of-way (ROW). Monson stated the options are fifty and sixty foot ROW. Daykin noted that the Fire Chief has direct involvement with the criteria for use of skinny street development currently.

Engineer Monson stated that currently there are no broad based requirements for storm water quality in this part of the Willamette Valley. He inquired how the City wants to move to storm water quality standards and suggested reviewing how the City of Newberg was addressing the issue. There is opportunity for a regional facility which the City would maintain or local individual facilities which would be maintained by developer agreement. The City Attorney suggested a conceptual description in the subdivision engineering standards, with a requirement that it is feasible to meet them. Dorman referred to the "green seams" in the plan, which could be storm water quality facilities and trails.

The Mayor suggested adding an option for the Fifth Street realignment in case efforts with Columbia Farms do not come to fruition.

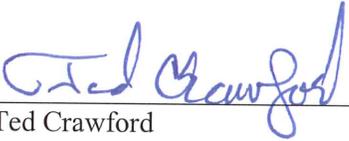
Topics for April 18th:

- Craft language for an infrastructure financial plan concurrency
- Building size limitations and options for commercial buildings
- The City of Newberg's storm water quality standards
- Revise cross sections of the street standards

C.A. Daykin advised that the Transportation System Plan (TSP) will be updated and the same standard should apply City wide for streets. He suggested adopting the current standards and relying on the TSP for the update. Daykin stated that the City is looking for something unique to brand Dundee and the possibility exists to incorporate it into the street standard. He asked if standards for streetscapes features such as wider sidewalks for intensive commercial areas with benches, landscaping, gathering spots, and bulb-outs, etc. should be developed through the TSP process. The Mayor supported addressing the issues under the TSP and focusing on design standards. The majority consensus was to remove local streets from the Riverside Master Plan.

Commissioner Manning inquired who was responsible for maintenance of the street trees in the planter strips. Dorman replied the property owner. Manning asked if that should be clarified in the Master Plan. Monson suggested the possibility of capturing it in the development agreements, which can also address the maintenance of storm water facilities and open spaces.

The next joint workshop meeting will be Wednesday, April 20th at 7:00 P.M. The joint meeting was adjourned at 8:30 P.M.


Ted Crawford
Mayor

Attest:


Debra L. Manning, Assistant City Recorder