

# CITY OF DUNDEE

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**Meeting:** Planning Commission Meeting  
**Location:** City Council Meeting Chambers  
620 S.W. 5<sup>th</sup> Street  
Dundee, Oregon 97115  
**Date:** January 17, 2018  
**Time:** 7:00 p.m.

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## **I. Meeting called to order.**

Commissioner Dustin Swenson called the meeting to order. Commissioners present, which consisted of quorum, were Don Webb, Charlotte Ormonde, Sara Whitfield, Shannon Howland, and Dustin Swenson. Also present were CA Rob Daykin and City Planner Cheryl Caines.

## **II. Introduction of the New Planning Commissioners**

CA Daykin announced that there were two new Planning Commissioners as Isaiah Cox, Francisco Stoller, and Kevin Swanson had chosen not to reapply or had resigned.

City Planner Caines proposed that the attendees of the meeting go around the table and introduce themselves as well as having the veterans of the commission offer any advice to the new commissioners that they may have. The commissioners and staff proceeded with the suggestion.

## **III. Election of 2018 Chairman and Vice-Chairman**

It was moved and seconded to elect Commissioner Shannon Howland as Chairman. Motion passed unanimously. It was moved and seconded to elect Commissioner Dustin Swenson as Vice-Chairman. Motion passed unanimously.

Chairman Howland officially began presiding over the remainder of the meeting.

## **IV. Public Comment**

There were not members of the audience.

## **V. Approval of Minutes from Previous Meeting(s)**

It was moved and seconded to approve the September 20, 2017 planning commission minutes. Commissioner Ormonde questioned an outstanding item from the meeting regarding the ARCO signs still being down. CA Daykin responded that this was a staff issue that they were currently working on.

The vote was called and the motion passed unanimously.

There was a question about what was being approved when there was a motion regarding the minutes. CA Daykin responded that it was to approve the accuracy of what took place at the meeting.

It was moved and seconded to approve the November 15, 2017 planning commission minutes. Motion passed unanimously.

There was another question about why someone might vote nay on the approval of the minutes. CA Daykin responded that it would be because someone felt an item or statement was misrepresented or something was missing.

## **VI. Riverside District Code Update**

Planner Caines gave an update regarding the Riverside District Code Update. She stated that Commissioner Howland had taken Francisco Stoller's place as the planning commission liaison. She noted that the first meeting of the code committee had been held the previous week with the consultant to review the current code and riverside master plan to begin thinking about how the code and zoning would be developed for the riverside district. There were questions about what direction to move in so memos, which were included as part of the planning commission packet, were put together to go through the different issues and ask questions which helped the committee members give feedback and discuss different ideas.

She further noted would be a public meeting held on February 1, 2018 where the consultants would also ask for community feedback on these same issues. From there, the consultants would take the responses from both entities and begin crafting a draft code. This draft code would likely come to the Commission for a workshop in April 2018.

There was a question about how much code was written for the Riverside District master plan. CA Daykin said, at present, there were policy directives in the master plan; the purpose of the code would be to implement those directives. He stated that the main thing that needed to occur now was the creation of a zoning district rather than an overlay zone that used the existing zoning regulations. A separate matrix of uses would be created for the riverside zoning district. In addition, one of the policy directives was to create residential design standards; at present, there are no minimum design standards for residential structures. Finally, processes for development also needed to be drafted so that developers would know what steps needed to be followed in order to get approval to develop and still meet the intention of the master plan.

There was discussion regarding the owners of the property, their involvement in the process, and what their intention might be with regarding to development and sale.

Commissioner Howland stated that her take-a-way from the committee meeting was that the hope was to have a separate code that was much more defined and specific to the area; and, that there was a goal to take away some ambiguity and give a little leeway so that processes such as variances were less difficult to go through. She also believed that flexibility in the earlier stages of development were also a desire. She further noted that mixed use development was also a desire and topic of conversation.

There was a question about whether it was appropriate to share things the property owners of the riverside district had shared. Planner Caines noted that the Commission was not having a hearing so comments would be fine at this stage. Commissioner Ormonde stated that Mr. Edwards had stated a desire to put in senior living residences. There was additional conversation regarding different ideas he had expressed over the years.

Planner Caines stated that the consultants had also held interviews with the different property owners and stakeholders to gain feedback so that they were able to contribute to the process.

In conclusion, Planner Caines noted that there was a website for the Riverside District; an "interested party" list had been started so that persons desiring updates would receive emails and documents; and, the consultants would begin drafting code beginning in February. Chairman Howland asked for clarification about whether the draft code would then go back to the committee for discussion prior to planning commission receiving it. Planner Caines affirmed this and stated that there would be several workshops with the commission as well prior to the public hearing process.

CA Daykin let the Commissioners know that the City Council had contracted with Murry, Smith and Associates to begin looking at infrastructure for the riverside area. There was some discussion regarding different aspects of infrastructure development.

## **VII. Upcoming Public Hearing(s) Schedule**

This agenda item was skipped and discussed at the end of the meeting.

## **VIII. Issues from Planning Commissioners**

Commissioner Swenson questioned what was happening with the Urban Renewal District. CA Daykin responded that the city had formed an Urban Renewal Agency and that the City Council was the Agency, but that they were two different entities. They adopted the plan last April, which allows the agency to begin receiving revenue in November 2018. He stated that the revenue will begin coming in slowly but would accelerate once development started to grow. He stated that a number of projects were identified, but that the majority of these came from existing master plans. In terms of value, however, would exceed the debt capacity of urban renewal; therefore, a lot of the projects listed were the responsibility of new development. CA Daykin noted that the Agency would continue to meet and eventually craft guidelines so that when new developers came in to see how the Urban Renewal District could help them the Agency would have direction in fairly administering the process. There was continued clarifying discussion on this issue as well as discussion on how different agencies might be affected by the diversion of funds.

There was a discussion about undergrounding along Highway 99W and when it might take place. CA Daykin gave a short history of how the idea came about and then responded that the conduit for the future placement of the infrastructure was being put in as part of the sidewalk project. He talked about how the project was funded through the URD with a loan from the City, and then answered that the City was negotiating with the two franchise holders, Comcast and Frontier, to try to get them to take the wires off the poles and then remove the poles. Considering the contribution the City has already made to the project the hope is that they will do it themselves. Commissioner Ormonde asked if it was only the west side of the highway that would go underground. CA Daykin responded that this was correct as the PGE poles and wires, on the east side of the highway, were high voltage and unable to go underground.

There was a question about whether the street light and crosswalk project was also funded through the URD and CA Daykin responded that it was not, it was funded through a transportation enhancement grant. He then gave a history of the overall project.

Planner Caines gave a brief overview of upcoming items planned for the Commission agendas in March and April.

**IX. Adjournment**

Moved and seconded to adjourn the meeting. Meeting was adjourned.

  
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Shannon Howland, Chairman

ATTEST:

  
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Melody Osborne, Planning Secretary