

# CITY OF DUNDEE

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**Meeting:** Planning Commission Meeting

**Location:** City Hall Meeting Chambers  
620 S.W. 5<sup>th</sup> Street  
Dundee, Oregon 97115

**Date:** March 21, 2018

**Time:** 7:00 p.m.

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

Chairman Howland called the meeting to order. Commissioners present, which consisted of quorum, were Shannon Howland, Eugene Gilden, Charlotte Ormonde, Don Webb, and Sara Whitfield. CA Daykin and Planner Caines were also in attendance.

CA Daykin noted an update to the agenda; the public hearing was cancelled and rescheduled to April. Planner Caines explained that there were notice errors and therefore a new notice would be sent.

## **II. Public Comment**

Marc McGovern, who lives on the corner of Boysen Lane and SE 8th Street, stated that he believed the bypass had made a big difference in traffic, but the noise from it was unbearable. He questioned what would be done about noise abatement. CA Daykin stated that the city was unable to give any answers that evening, but council was aware of the issue and has been consulting with ODOT. He went on to state that ODOT was hiring a contractor to do sound measurements. This information would be evaluated to see if it met the federal guidelines for a noise wall. Once that is complete, ODOT would follow up with the City with next steps.

There was some additional conversation on this topic, which ended with the Commission and CA Daykin stating that Mr. McGovern could contact ODOT. CA Daykin will follow up.

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

There was a motion to approve the minutes from February 21, 2018. The motion was seconded and passed unanimously.

## **IV. Workshops**

The agenda was rearranged. Since there was an audience member interested in the industrial use standards this item would be first. However, there was a question about the ADU standards and when the state law went in to effect. Planner Caines responded that the mandate passed July 1, 2017 and the city's regulations needed to be in effect by July 1, 2018.

## Industrial Use Standards

Planner Caines directed the Commission to the proposed language in the packet and gave a brief explanation of how she arrived at the addition of some of the uses listed; then, she also talked the Commission through the proposed language for accessory uses in the LI zone.

Topics discussed were with regard to:

- 1) Parking and how to determine the additional number of spaces required.
- 2) The amount of vacant LI land that could still be developed
- 3) How setbacks were measured and the differing setbacks based on zone.

There was a question about how to identify what the proposed changes in the code were as it pertained to the draft language. Planner Caines noted that the language being added was underlined.

- 4) It was noted that the uses listed was not the full list of permitted uses in the Light Industrial zone. The ones highlighted were the ones that staff felt had the most likelihood of desiring a retail space as well as manufacturing space.
- 5) Whether "Finished Textile and Leather Products Manufacture" should be a conditional use rather than a permitted use in the Light Industrial zone. There was also conversation regarding the way the use was worded. Since there was no definition to be able to tell whether the use pertained to textile and leather products ready to be produced into a finished product or whether it meant raw materials needing to be manufactured, it was suggested that the Commission reword the use, add a definition to the use, or make the use conditional.
- 6) The language regarding what could be sold in conjunction with a specified use, different ways to regulate and enforce the provision.
- 7) Setbacks as they pertained to existing residential uses in non-residential zones.

Planner Caines asked the Commission if they felt ready to move forward with public hearings.

## Accessory Dwelling Units

Planner Caines noted that there had been a lot of discussion between the jurisdictions about the mandate for ADUs, so the Department of Land Use put together a memo trying to clarify and address some of the questions. She passed this out to the Commission and noted the model code language at the end. She stated that there were not a lot of standards because it was trying to break down barriers that might prevent the development of an ADU.

She asked if the Commissioners had a chance to review the sample codes from other jurisdiction and then conversation began. Topics discussed were with regard to:

- 1) Maximum size. Was 800sqft reasonable?
- 2) Whether an ADU being built on a separate lot constituted an ADU or whether it counted as a primary dwelling.

- 3) Definition of Accessory Dwelling Unit.
- 4) Whether "Tiny Homes" would be allowed. This was answered by stating that if they were on their own foundation then yes; if not on a foundation they wouldn't be allowed as a use.
- 5) Setbacks. There was a consensus that the ADU needed to meet the standard for the underlying zone.
- 6) Lot coverage and height standards. There was a general consensus that the ADU should be limited to the same height as the primary structure.
- 7) Density Standards.
- 8) Whether the ADU should be registered and re-registered upon sale of the property.
- 9) What type of information an applicant would need to provide for review and approval.
- 10) Exterior design standards and roof-pitch.
- 11) Parking. It was decided not to require additional parking.
- 12) Utilities. CA Daykin noted that it was not an issue for an ADU to tie in to the existing/primary residences service lines. There was some discussion regarding plumbing codes and whether there was a requirement for separate shut-off valves.
- 13) Review process. Whether the ADU would be a Type I review or something that could be looked at during the building permit process. It was decided to make it a Type I process.
- 14) The process for which an existing accessory use could become an accessory dwelling.

## V. Planning Issues from Commission Members.

Commissioner Ormonde brought up the "car lot" across from the school and the addition of a used car sign. CA Daykin explained that the owner had a home occupation for sale of the cars but he will investigate the sign and whether the restrictions of his home occupation permit are being followed.

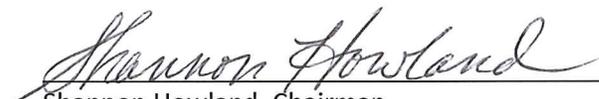
One of the Commissioners questioned whether the coffee shop was changing to a Bikini coffee shop.

CA Daykin noted that the City Council had finished their Goal Setting process and was hoping to have a joint meeting with the Planning Commission to discuss them. He believed this might take place in June.

There was discussion regarding upcoming agenda items.

## VI. Adjournment

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

  
 Shannon Howland, Chairman

ATTEST:

  
 Melody Osborne, Planning Secretary