

CITY OF DUNDEE  
PLANNING COMMISSION AGENDA  
P.O. Box 220  
620 SW 5<sup>th</sup> Street  
Dundee, Oregon 97115

**Attend in Person or Via Zoom**

In Person: Dundee Fire Station Community Room, 801 N. Highway 99W, Dundee

Via Zoom: <https://us02web.zoom.us/j/85319663817>

Or listen by calling: 1-253-215-8782

**Meeting ID: 853 1966 3817**

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**MEETING DATE: December 15, 2021**

**Meeting Time: 7:00pm**

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- I.** Call Meeting to Order
- II.** Public Comment
- III.** Approval of Minutes  
- April 21, 2021
- IV.** Public Hearing –  
- CMA/ZC 21-20, City of Dundee (Comprehensive Map Amendment/Zone Change on Five (5) City Owned Properties from Residential (R), (R-1) and (R-2), to (P) Public)
- V.** Issues from Planning Commissioners
- VI.** Adjournment

# CITY OF DUNDEE

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**Meeting:** Planning Commission Meeting

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

**Date:** April 21, 2021

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

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## I. Meeting called to order.

Vice-Chair Hinoveanu called the meeting to order. Commissioners present, which consisted of quorum, were Maria Hinoveanu, David Hinson, Ed Carlisle, and Doug Pugsley. City Planner Matt Straite and City Administrator Rob Daykin were also present. Chair O’Neill and Commissioner Kay were absent for personal reasons.

## II. Public Comment

There was no public comment.

## II. Approval of the Minutes from March 17, 2021

A revised version of the minutes was emailed to all Commissioners in the time-period between the Commission packet publication and the meeting. The revisions included a change to a title header that included ex-parte contact and a subsequent sentence that incorrectly stated that Chair O’Neill had asked the Commission if there were any declarations. This was incorrect, so it was taken out and a previously omitted sentence asking if there were abstentions was inserted; there was also a request to make the Chairman title gender neutral, so all instances of “Chairman” were changed to “Chair”; Chair O’Neill’s name was also corrected in two places.

It was moved and seconded to approve the corrected version of the minutes. Motion carries, unanimously.

## IV. Public Hearing – Continued from March 17, 2021 - LURA 20-16, City of Dundee (Revisions to Section 17.203.240 and 17.202.020 of the Dundee Municipal Code regarding Vacation Rentals)

### Deliberation

Vice-Chair Hinoveanu reopened deliberations and turned the floor over to Planner Straite for any necessary notes regarding the clean copy of the draft that the Commission had requested at the last meeting. Planner Straite explained that, in order to avoid confusion, a secondary “strikeout” copy showing the changes had been omitted from the Planning Commission packet, so the version the

Commission was reviewing did not show the changes, only the proposed code. He noted that he had it available to share on screen if necessary.

The Commissioners noted four errors in the draft code.

- 1) Language regarding revenue for STRs was added to the incorrect section. It needed to be removed from 17.203.240(C)1c. This clause needed to revert to the previous language (which stated no more than 4 rental periods per calendar year).
- 2) There was an incorrect reference (J) on item “d” in the same section that should be (I).
- 3) “F-3” needed to be amended to add the language regarding minimum transient tax revenue of \$500.00
- 4) Section J, Line 1, under Parking. “on the property” should be taken out.

It was moved to adopt the proposed development code amendments as presented in the Planning Commission packet with the proposed changes noted in Section C-1, Section F-2, the typo in section C-1, and the parking language in Section J-1. The motion was seconded and passed unanimously.

## **VI. Planning Issues from Commission Members.**

There was a question about whether there were any updates regarding the Dundee Elementary School. CA Daykin responded that there were no new updates, except that the School District did note that they would not be encroaching on the existing park boundaries.

There was a brief discussion regarding the Highway project. CA Daykin also noted that there was still an open spot on the Commission.

## **VII. Adjournment**

The meeting was adjourned.

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Maria Hinoveanu, Vice Chair

ATTEST:

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Melody Osborne, Administrative Assistant



**CITY OF DUNDEE  
Staff Report**

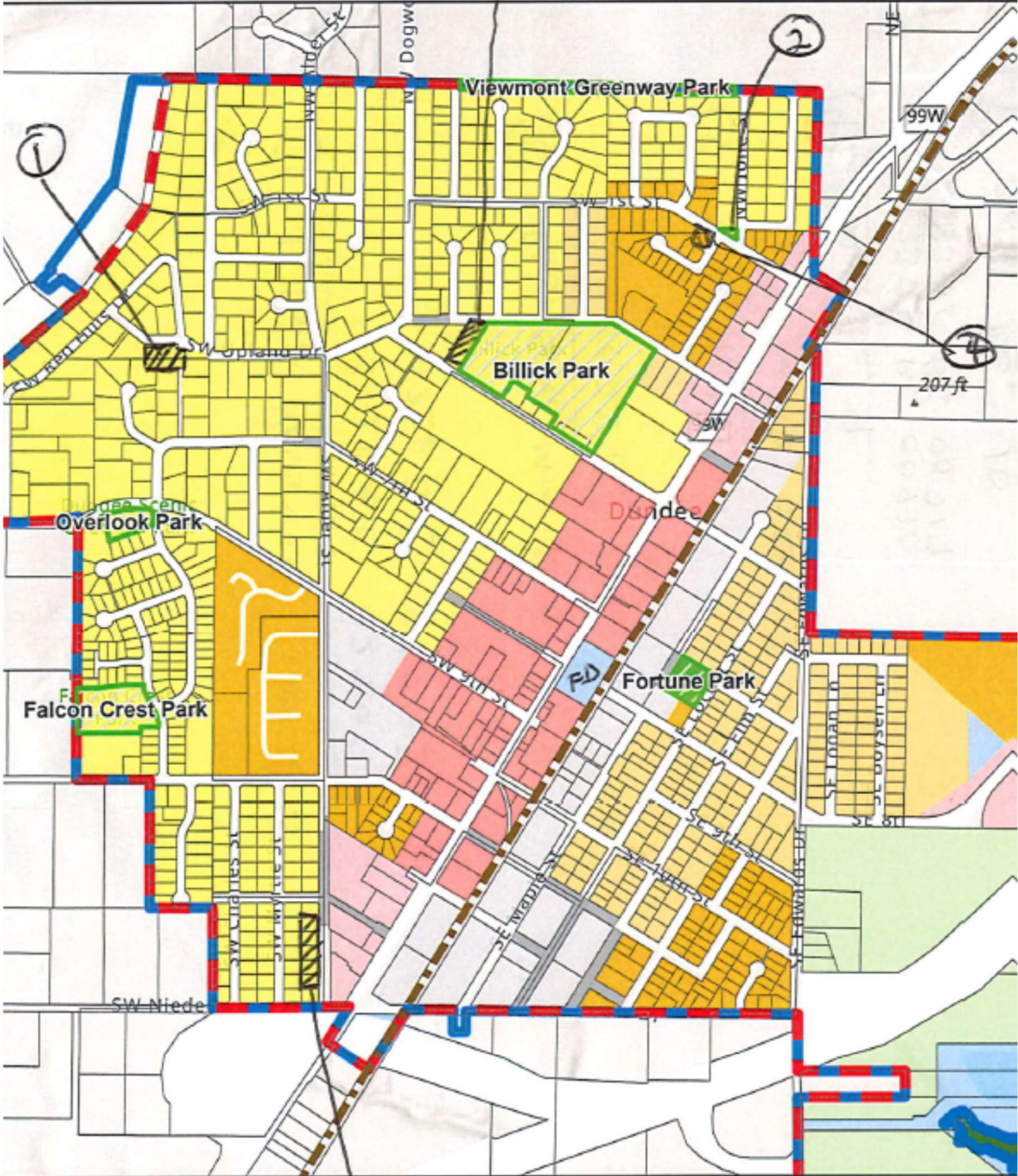
**Type V Comprehensive Plan Map and Zone Map Change  
5 City-Owned Properties  
File No. CPM/ZC 2021-20**

**Request:** The City of Dundee owns 5 properties designated Residential on the Comprehensive Plan Map. Four properties are in the Single Family Residential District (R-1) and 1 property is in the R-2 District. One property is developed with the City Hall and 4 properties are developed with City water system facilities. The City desires to place the appropriate Comprehensive Plan Map designation (Public) on each property and the appropriate zoning district (Public) on each property.

| <b>Project Information</b> |  |
|----------------------------|--|
| <b>Applicant</b>           | City of Dundee   |
| <b>Property Owner</b>      | City of Dundee   |
| <b>Locations</b>           | (1) SW corner of Upland Dr. & Red Hills Dr. (2) NW corner of 1st & Lone. (3) City Hall site. (4) SW corner of 1 <sup>st</sup> & Oliver Ct. (5) W side of Alder between 13 <sup>th</sup> & Niederberger Rd. |
| <b>Site Addresses</b>      | (1) 1205 SW Upland Dr. (2) 200 Block 1 <sup>st</sup> St. (3) 620 SW 5 <sup>th</sup> . (4) 221 SW 1 <sup>st</sup> . (5) 1440 SW Alder St.   |
| <b>Tax Lots</b>            | (1) T3S, R3W, Section 26AC, Tax Lot 2400 & 3, 3, 26DB, 01003. (2) 3, 3, 25BC, 03500. (3) 3, 3, 26AD, 02805. (4) 3, 3, 25BC, 00919 & 00990. (5) 3, 3, 35AB, 00200, 00300, 00400, 00500, 00600.              |
| <b>Zoning</b>              | (1) Single Family Residential (R-1). (2) Single Family Residential (R-2). (3) R-1. (4) R-2. (5) R-1.   |
| <b>Applicable Criteria</b> | Dundee Municipal Code Sections 17.405.030, B, Comp Plan Map, & .030, A, Zone Map.  |
| <b>Hearing Date</b>        | Planning Commission: December 15, 2021.  |

**Location Map – See Next Page.**

# City of Dundee



November 1, 2021

## **Comments Received:**

No written (letters or emails) public comments have been received as of December 7, 2021, the due date for the staff report to the City for distribution in the Planning Commission packet.

### **Department comments. Agency comments received include the following:**

No City Department of agency comments have been received as of December 7, 2021, the due date for the staff report to the City for distribution in the Planning Commission packet. No comments were anticipated because the properties are City owned and developed with City facilities.

## **Discussion**

The Dundee Comprehensive Plan Map applies the Residential designation to all 5 properties. The Zone Map applies the R-1 Zone to 4 properties and the R-2 Zone to 1 property. Over the years the City has not updated the designations nor the zoning to reflect the City's ownership of the properties or the public uses on the properties.

This action has been on the "to-do" list for a long time and the City has initiated the action now to place the appropriate Comprehensive Plan Map designation and the appropriate zoning district on each property and remove this action from the "to-do" list.

The appropriate designation and zoning will simplify the task of updating the City's Housing Needs Analysis (HNA) and Buildable Land Inventory (BLI) when those tasks are undertaken in the future. No updates are anticipated soon, but when they occur, the maps will reflect the appropriate designations and zones.

## **Staff Recommendation**

City staff recommends the Planning Commission:

1. Consider the staff report and public testimony.
2. Deliberate and make findings. Proposed findings are shown in Exhibit A of the proposed Planning Commission Order.
3. Pass a motion adopting the Planning Commission Order.

## **Attachments**

1. Planning Commission Order with:  
Exhibit A: Findings



## EXHIBIT A DEVELOPMENT CODE CRITERIA & FINDINGS

Note: The Dundee Municipal Code criteria are written in ***bolded italic*** font and the findings are written in regular font. Each Development Code criterion is presented followed by the findings of fact for that criterion.

### ***1. Applicable Dundee Municipal Code Criteria***

#### ***17.405.030 – Zone Map Amendments***

***A. Zoning Map Amendment. Proposals for a zoning map amendment must comply with the following criteria:***

***1. The proposal must be consistent with the comprehensive plan map (the comprehensive plan map may be amended concurrently with proposed changes in zoning).***

**Finding:** The Comprehensive Plan Map designation is concurrently proposed to be changed and the zone, Public, will be consistent with the Public designation. Criterion 17.405.030, A, 1, is met.

***2. The site(s) must be appropriate for the proposed change, in terms of purpose of the proposed zone, topography, access, and required size and dimensions.***

**Finding:** The 5 sites are composed of 11 tax lots as shown on the map on p. 2:

1. 1205 SW Upland Dr. At grade water reservoir. 18,600 sq. ft. (SF) or .43 acres.

|  |                    |
|--|--------------------|
| Tax Lot T3S, R3W, Section 26AC, 2400:  | 0.17 acres.        |
| Tax Lot T3S, R3W, Section 26DB, 01003: | <u>0.26 acres.</u> |
| TOTAL:                                 | 0.43 acres.        |

2. 200 Block 1<sup>st</sup> St. Water system pump. 2,584 SF or 0.06 acres.

|  |                    |
|--|--------------------|
| Tax Lot T3S, R3W, Section 25BC, 03500: | <u>0.06 acres.</u> |
| TOTAL:                                 | 0.06 acres.        |

3. 620 SW 5<sup>th</sup>. City Hall. 28,364 SF or 0.65 acres.

|  |                    |
|--|--------------------|
| Tax Lot T3S, R3W, Section 26AD, 02805: | <u>0.65 acres.</u> |
| TOTAL:                                 | 0.65 acres.        |

4. 221 SW 1<sup>st</sup>. Water well and pump house. 9,445 SF or 0.22 acres.

|  |                    |
|--|--------------------|
| Tax Lot T3S, R3W, Section 25BC, 00919: | 0.18 acres.        |
| Tax Lot T3S, R3W, Section 25BC, 00990: | <u>0.04 acres.</u> |
| TOTAL:                                 | 0.22 acres.        |

5. 1440 SW Alder. Water well and pump house. 39600 SF or 0.91 acres.

|                                |                    |
|--------------------------------|--------------------|
| Tax Lot T3S, R3W, 35AB, 00200: | 0.18 acres.        |
| Tax Lot T3S, R3W, 35AB, 00300: | 0.18 acres.        |
| Tax Lot T3S, R3W, 35AB, 00400: | 0.18 acres.        |
| Tax Lot T3S, R3W, 35AB, 00500: | 0.18 acres.        |
| Tax Lot T3S, R3W, 35AB, 00600: | <u>0.18 acres.</u> |
| TOTAL:                         | 0.91 acres.        |

GRAND TOTAL: 2.27 acres (87,168 square feet)

The 5 sites are developed with public infrastructure which is appropriate for the proposed change in terms of purpose of the proposed zone, topography, access, and required size and dimensions. Criterion 17.405.030, A, 2, is met.

**3. Public facilities are available, or can be readily made available, to adequately serve the permitted and conditional uses of the proposed zone.**

**Finding:** The properties are developed with public facilities and there are public water, sewer, storm drainage and street facilities available to support the public uses. Criterion 17.405.030, A, 3, is met.

**4. The amendment must conform to the transportation planning rule provisions under DMC [17.405.040](#).**

**Finding:** Criterion A, 4, does not apply because the subject properties have been developed for many years and because they are public water system and City Hall uses they generate an insignificant amount of trips compared to the number of trips on the abutting public streets. The proposed zone will not generate a significant amount of new trips that will necessitate changing any of the street designations in the Dundee Transportation Systems Plan.

**17.405.030 – Comprehensive Plan Map Amendments**

**B. Comprehensive Plan Map Amendment. Proposals for an amendment to the comprehensive plan must comply with the following criteria:**

**1. The supply of vacant land in the proposed designation is inadequate to accommodate development during the next five years, or the site is not physically or locationally suited to the requirements of the existing designation;**

**Finding:** The 5 sites are composed of 11 tax lots as shown on the map on p. 2:

1. 1205 SW Upland Dr. At grade water reservoir. 18,600 sq. ft. (SF) or .43 acres.

|  |                    |
|--|--------------------|
| Tax Lot T3S, R3W, Section 26AC, 2400:  | 0.17 acres.        |
| Tax Lot T3S, R3W, Section 26DB, 01003: | <u>0.26 acres.</u> |
| TOTAL:                                 | 0.43 acres.        |

2. 200 Block 1<sup>st</sup> St. Water system pump. 2,584 SF or 0.06 acres.

|  |                    |
|--|--------------------|
| Tax Lot T3S, R3W, Section 25BC, 03500: | <u>0.06 acres.</u> |
| TOTAL:                                 | 0.06 acres.        |

3. 620 SW 5<sup>th</sup>. City Hall. 28,364 SF or 0.65 acres.

|  |                    |
|--|--------------------|
| Tax Lot T3S, R3W, Section 26AD, 02805: | <u>0.65 acres.</u> |
| TOTAL:                                 | 0.65 acres.        |

4. 221 SW 1<sup>st</sup>. Water well and pump house. 9,445 SF or 0.22 acres.

|  |                    |
|--|--------------------|
| Tax Lot T3S, R3W, Section 25BC, 00919: | 0.18 acres.        |
| Tax Lot T3S, R3W, Section 25BC, 00990: | <u>0.04 acres.</u> |
| TOTAL:                                 | 0.22 acres.        |

5. 1440 SW Alder. Water well and pump house. 39600 SF or 0.91 acres.

|                                |             |
|--------------------------------|-------------|
| Tax Lot T3S, R3W, 35AB, 00200: | 0.18 acres. |
| Tax Lot T3S, R3W, 35AB, 00300: | 0.18 acres. |

|                                |                    |
|--------------------------------|--------------------|
| Tax Lot T3S, R3W, 35AB, 00400: | 0.18 acres.        |
| Tax Lot T3S, R3W, 35AB, 00500: | 0.18 acres.        |
| Tax Lot T3S, R3W, 35AB, 00600: | <u>0.18 acres.</u> |
| TOTAL:                         | 0.91 acres.        |

GRAND TOTAL: 2.27 acres (87,168 square feet)

The supply of vacant land in the proposed Public designation will not be increased because the 2.27 City owned acres to be added to the Public designation are developed with City facilities. The City does not have any intentions or plans to discontinue the public uses on the subject properties. The total supply of land in the Public designation will be increased which will accommodate the existing public development on the properties. The supply of vacant Residentially designated land will not be decreased because the 2.27 City owned acres to be removed from the Residential designation are developed with City facilities. Criterion 17.405.030, B, 1, is met.

***2. The supply of vacant land in the existing designation remains adequate after the proposed change to accommodate development during the next five years;***

**Finding:** The supply of vacant land in the existing Residential designation will remain the same because the subject properties are not vacant. They have been owned by the City for many years and they are developed with public facilities. The City does not have any intentions or plans to discontinue the public uses on the subject properties. The supply of vacant land in the existing Residential designation will remain the same to accommodate residential development during the next five years. Criterion 17.405.030, B, 2, is met.

***3. The proposal is consistent with applicable comprehensive plan goals and policies, statewide planning goals, and Oregon Administrative Rules.***

**Finding:** The proposed Comprehensive Plan Map and Zone Map amendments are consistent with applicable Comprehensive Plan goals and policies which support public facilities and their operation.

Placing the appropriate Comprehensive Plan Map designation (Public) and the appropriate Zone on the properties is consistent with Statewide Goal 10, Housing, and Goal 11, Public Facilities, because the proposed designations and zones will accurately reflect the uses on the properties.