CITY OF MILTON-FREEWATER

PLANNING COMMISSION MINUTES

September 8, 2020

(Meeting held via “Zoom” due to COVID-19 and practicing social distancing to stay in compliance with the Executive Orders Issued by Governor Kate Brown)

*The Planning Commission of the City of Milton-Freewater met for an informal pre-meeting study session at 6:45 pm on September 8, 2020 for the purpose of discussing questions on agenda items.*

*Those present were Commissioners Myra Sherwin, Wes Koklich, Mary Ward, Frank Millar, and Chain Nathan Lyon.*

*Staff present included City Planner Laurel Sweeney and Planning Assistant Kassidy Harris.*

*No Citizens were present.*

*No members of the press were present.*

*No action was taken.*

*The study session adjourned at 6:59 p.m.*

The Planning Commission meeting was called to order on Monday, September 8, 2020 virtually via “Zoom” due to COVID-19 and practicing social distancing at 7:00 p.m. by Chair Lyon.

Commissioners Present: Chair Nathan Lyon, Commissioners Myra Sherwin, Wes Koklich, Mary Ward, and Frank Millar were present. Commissioner Lupe Contreras was absent with an excused absence.

Staff Present: City Planner Laurel Sweeney and Planning Assistant Kassidy Harris were present.

Citizens Present: Guy Walker, 215 SE 12th Ave., Milton-Freewater

The minutes of the July 6, 2020 meeting were approved as written.

Citizen Concerns: None shared.

The hearing was then opened for the consideration of the request from Birch Creek Family LLC for a Conditional Use Permit to allow a hydraulic repair and general machine shop located at 102 BW 8th Ave, zoned C-1 Retail and Service Commercial.

Rules for a public hearing were read. No members of the Commission abstained or disclosed ex parte contact. No audience member objected to any commissioners’ right to participate in the public hearing. City Planner Laurel Sweeney stated that the notice of the hearing was published as required by law. No written comments have been received.

City Planner Laurel Sweeney provided the staff report, which is printed below.

BACKGROUND

The applicant, Birch Creek Family LLC is applying for a conditional use permit so that they are able to operate a hydraulic repair and general machine shop in the existing building. There will be an approximately 200 square foot customer service area and required parking.

CODE PROVISIONS

**10-4-7 C-1 RETAIL & SERVICE COMMERCIAL**

Although not specifically defined as a permitted use in the C-1 zone, it is very similar to other uses identified as permitted in the zone.

Findings: The proposed use will not be detriment to the intent of the C-1 zone. It is similar to other uses permitted in the zone.

**10-9-6 GENERAL CRITERIA (CONDITIONAL USE PERMIT)**

10-9-6: A conditional use permit may be granted after development of findings which show that the following general criteria, and any specific standards applicable to the proposed use, have been met. This section will apply unless excluded from consideration for specific uses in Section 10-9-7.

1. The proposal has properly addressed traffic flow on the subject parcel and interaction with public streets adjacent to the property as regards width and pavement type sufficient to carry the quantity and kind of traffic generated by the use.

Findings: The proposed use is a small, two person business with an occasional customer. Because of this, the amount of traffic that would be generated by the proposed use would not have much of an overall impact on the existing NW 8th Ave.

1. The subject parcel is of sufficient size and shape to permit proper operation of the use including necessary landscaping to buffer parking and any anticipate expansion.

Findings: The size of the parcel allows for ample operation of the use. The building faces on NW 8th so there is a physical buffer provided for the houses to the north. Customers coming and going will not be significant and there is ample parking for the employees and customers. There is no anticipated expansion.

1. The overall design and operation of the use such that it is reasonable compatible with the livability or appropriate development of adjacent property and the neighborhood as regards public safety, traffic, noise, hours of operation and health and safety.

Findings: The properties immediately to the east and west are zoned C-1. A school is located to the south of the site. Directly to the north is R-2. Because the work is to be done inside the existing building, visibility from adjacent parcels should be limited. Noise should also be limited as the work will be done inside the building during normal work hours. Additionally, the equipment that will be worked on will be stored within the building. The proposed use is reasonably compatible with the adjacent properties.

GENERAL COMMENT

The existing building has not had an active business in it for a number of years. This is a good opportunity to utilize an existing building in the community for a new business.

STAFF RECOMMENDATION

Staff recommends approval of the request.

The applicant was then invited to speak.

Guy Walker stated that he would like to start a machine shop/ hydraulic repair shop. He explained that the business would be building and repairing hydraulic cylinders and hydraulic hoses. The business will be staffed by the applicant and his son, Larry Walker. The applicant added that the business would provide a service that is needed in the area.

All those in support of the application were invited to speak. No one testified.

All those in opposition of the application were invited to speak. No one testified.

The applicant and all those in support of the application were invited to rebute testimony. No one testified.

Chair Lyon asked if the Commissioners they had any questions for the applicant.

Commissioner Sherwin asked if the applicant had any plans to change or do any work to the building before starting business. Walker stated that there would be some light maintenance and repairs to some roll up doors in the building as well as electrical work and light plumbing.

Chair Lyon asked the applicant what days and hours of operation would the business be open. Walker stated the business would be open Monday through Saturday, 8:00 a.m. to 5:00 p.m. or 6:00 p.m., depending on how busy they were at the time.

Commissioner Millar asked the Commission what the building to the east of the subject property was being used as.

City Planner, Laurel Sweeney, stated that she believed the building was being used as storage.

The Public hearing was declared closed.

Commissioner Sherwin made a motion to accept the staff report, the findings, and approve the Conditional Use Permit request. The motion was seconded by Commissioner Ward. Commissioners Sherwin, Ward, Koklich, Millar, and Chair Lyon voted in favor. The motion carried 5-0.

City Planner Laurel Sweeney presented the Administrative Actions of the Planning Department.

Ms. Sweeney stated that out of the 18 Zoning Permits that were submitted as of July 1st, 6 new homes and 5 new businesses had been approved.

Commissioner Ward stated that a lot of Milton-Freewater residents seem to like the new convenience store located on South Main. Commissioner Sherwin agreed.

Commissioner Koklich asked for an update as to how the South Hill housing development was coming along.

Ms. Sweeney replied that they are currently working on infrastructure. Some water and sewage lines have been installed for the first phase. Soon they will be paving, and then electrical infrastructure will follow.

Ms. Sweeney then informed the Commission to fill the commission vacancy and that there have been three applications submitted. The City Council will make an appointment after their meeting on September 14th.

She also stated that Dollar General had submitted their formal application. They are currently going through site plan review and submitted their boundary line adjustment application. Commissioner Ward asked where the location of the store would be. Ms. Sweeney stated it will be located to the north of Don Jackson Excavation.

Commissioner Koklich asked if there are any applications for next month. Ms. Sweeney stated that there haven’t been any submittals.

The meeting was adjourned at 7:30 p.m.