

PLANNING COMMISSION WORKSHOP

Tuesday, April 8, 2014

10:00a.m.

CONVENED:

The meeting was called to order by Chair Mead at 10:00a.m.

PRESENT

Chair Jo Anne Mead
Commissioner Don Collins
Commissioner Evan Goeglein
Commissioner Don Daugherty
Commissioner Shirley O'Gara
Commissioner John Schaeffer
Commissioner Bill Jones
Bonnie Honea, City Planner
John Krawczyk, City Engineer/Public Works Director
Council Liaison Mark Poling
Heather Brown, staff

COUNCIL LIAISON REPORT

Council Liaison Poling stated at the last meeting:

- Presentation from Rogue Valley Council of Government
- Continued to review the City Charter and will be replacing verbiage and placing on the November ballot if possible.

MINUTES

Review for approval – The Planning Commission reviewed and made corrections to the minutes for March 11, 2014 and March 25, 2014 to be submitted for final approval at the Planning Commission scheduled for April 29, 2014.

NEW BUSINESS

Item 1 – Review Map Amendment Process for Zoning Change

Staff included a copy of Chapter 17.125 Amendment Process in the packet; she reminded them that they will be reviewing an application with this criteria at this next Planning Commission Meeting. Staff stated that at this time the

Commissioners are unable to discuss the application as it is a public hearing. Staff just wanted to make sure the Commission was up on the criteria.

OLD BUSINESS

Item 2 – Foothill Estates, Phase II Final Plat

Staff submitted a memo from Lois DeBenedetti regarding the tentative plan – final plat discussion. Council Liaison Poling had some questions regarding this information, however he is a homeowner and this is not the appropriate venue to discuss. At this time the Planning Commission instructed staff to proceed with legal advice.

OTHER BUSINESS

Item 3 – Double R Pub & TLC Parking Agreement

Staff included a copy of the parking lot agreement between Joe McPherson Proprietor of the Double R Pub LLC located at 312 E Main Street, Rogue River and Terry L. Clement property owner of 230 E Main Street, Rogue River. The lease agreement on file begins April 1, 2014 through April 1, 2015.

STAFF UPDATES

Public Works Highlights

- The first round of projects to be bid in April will include Pine Street grind and overlay from Main Street to the city limit with the option of additional grind and overlay of West Evans Creek Road from Foothill to Hickory. The \$50,000 SCA (Small Cities Allotment) grant will be combined with the Pine Street improvement work. We are considering contracting with Jackson County for extensive crack sealing as well as chip sealing West Evans Creek Road from Hickory to the city limit and North River Road from Classick Drive to the city limit. Depending on weather, construction will start in late spring or early summer.
- Civil West Engineering Services, Inc. continues working on the update to our Water System Master Plan. We have drained the older 500,000 gallon concrete tank for structural evaluation this Wednesday.
- The construction project will be bid this spring. We will be following USTA Specifications which will qualify us for future funding from that organization.
- Wastewater Treatment Plant Operator Doug Arnett has passed his Level II operators exam.
- Attended FOG (fats, oil and grease) workshop.
- ODOT will be working on I-5 from Evans Creek to Rock Point this summer.
- The new Palmerton Park Kiosk is being installed this week.

City Planner Update

- Foothill Estates – Two more sets of plans were received for 116 & 124 Sienna Way.

- Applicant, Dave Thomas submitted an application to put up a fence at his Oak Street property (located between the Homestead & Woodville Rental).
- Foothill Estates – permits pulled for a water meter in common area “C” (playground).

Information requests

- Pine Street – to convert a carport to a garage, would need an EC
- Election signs – 45 days prior and remove 7 days after.
- Zoning compatible – business that rebuilds module synthesizers wanted to move into a space on Main Street. This business is considered to be light manufacturing and is not compatible in the commercial zoning district.
- Address request – new parcel on Valley View needed an address assigned to it.
- Zoning compatible – small Grants Pass business would like to move to Rogue River Hwy. Advised property was in floodway. Waiting for letter of intent to determine if it will be a Type I or Type II site plan review.
- 7th Street – what is needed to build a shop. Emailed the code section and provided information on RV parks in the area.
- Office on E Main operating without a business license since January applied for a business license on March 25, 2014. No Site Plan Review done, since there was no change in use.
- Creek View – State Farm needed a copy of the Elevation Certificate.
- Westbrook – the zoning is R-2 and located in the floodplain.
- E Main Street – Jackson County called to verify it was out of the floodplain, so they could issue electrical permits.

Next Planning Commission Meeting Tuesday, April 29 at 7:00pm.

ADJOURN

There being no further business to come before the Planning Commission the meeting was adjourned at 11:08 a.m.

ATTEST:

Chair Jo Anne Mead

