

# MINUTES

Creswell Planning Commission  
Creswell Community Center – Creswell, Oregon

August 4, 2005  
7:30 p.m.

PRESENT: Keith Morgan, Chair, Jeri-anne Cohen; David Christopher, Blake Oelke, Wes Olson, Dennis Grice, Lloyd Safley, members.

STAFF/GUESTS: Megan Banks, Planner; Mark Shrives, City Administrator.

Mr. Morgan called the meeting of the Creswell Planning Commission to order.

## Minutes of April 21, 2005

*Mr. Christopher, seconded by Mr. Oelke,, moved to approve the minutes of the July 21, 2005, meeting as submitted. The motion passed unanimously, 7:0.*

## Audience Comments

There were no comments from the audience.

## Commissioner Comments

There were no comments from the commissioners.

## Poll Members for Conflicts of Interest

There were no conflicts declared.

## I. OLD BUSINESS

There was no old business.

## II. NEW BUSINESS

**Case Nos. PUD-2005-01 and SUB 2005-01, a request by EGR Engineering, on behalf of Phil Velie,** was postponed. Ms. Banks reported that the item had been rescheduled for August 24 and asked the commission to retain the materials mailed with the packet for the meeting of August 4.

**Case No. SITE-2005-03, a request by Wade Stevens, Stevens Construction, LLC, for site plan approval to construct four new mini-storage buildings. The site is zoned Commercial and is located along Highway 99, adjacent to 300 North Mill Street, generally south of Art Lott Lane. (Assessor's Map 19-03-14-13, Tax Lot 700)**

Ms. Banks corrected the agenda to indicate there were four new mini-storage buildings, not three. The proposal was the second and final phase of the mini-storage development. Phase 1 had been reviewed earlier in the year. Conditions had been attached to the first phase of development, which the developer had either satisfied or were included as part of this phase.

Ms. Banks discussed the conditions associated with the present phase of development. She offered a correction to the record, noting that two conditions, the proposed landscaping and improvements along Highway 99, including a sidewalk, were noted on the existing site plan as existing, and the site plan had been corrected to indicate they were new. A performance bond had been granted for the improvements, and as soon as the applicant received site plan approval he would commence construction. A third condition called for the provision of an irrevocable petition for public improvements (bicycle lanes along Highway 99). Ms. Banks said the applicant provided a petition, which was included in the packet, but she was unclear as to whether it had been recorded and returned to the City of Creswell.

Speaking to Condition 4, Ms. Banks noted that the applicant had negotiated a shared easement for an existing 35-foot wide driveway and received access permit approval from the Oregon Department of Transportation (ODOT) prior to the existence of the Development Code, which established a maximum of 32 feet. For that reason, the condition was not applicable.

Speaking to Condition 5, Ms. Banks said the developer indicated he would not disturb more than an acre of land on the site, thus not triggering the requirement for a Department of Environmental Quality 1200-C permit.

Speaking to Condition 6, Ms. Banks reported that the applicant had contracted with an engineer to prepare a drainage plan. She would confirm with the applicant that the plan would be submitted with construction drawings.

Speaking to Condition 7, Ms. Banks reiterated the existence of the performance bond for those improvements.

Ms. Banks noted the informational items related to fence height and the requirement for an ODOT miscellaneous permit for any work in the ODOT right-of-way.

Mr. Shrives indicated the City had not received the original irrevocable petition and needed the original to record the petition. He suggested that a condition regarding the need to secure a fence permit should be added to the application given the City Council's recent passage of a fence ordinance. Ms. Banks indicated she would reword the informational item to indicate that fences require a permit.

Ms. Banks indicated the City Engineer recommended the commission approve the application. No public comments had been received.

Ms. Banks clarified with the applicant, **Wade Stevens**, that he had submitted the original signed copy of

the irrevocable petition. Ms. Banks determined from the applicant that he intended to submit his grading plan with the construction drawings, but he could provide that information sooner if needed.

Mr. Stevens indicated he used the current code in preparing his application. There was no requirement for a fence permit in the Development Code, or he would have complied. Ms. Banks reiterated that the ordinance in question was new and indicated the requirement was not part of the Development Code. Mr. Stevens questioned how the requirement could apply if not contained in the code. Mr. Shrives indicated it was a City ordinance and was triggered by a building permit application.

*Mr. Morgan moved, seconded by Mr. Christopher, to approve the staff report and adopt the findings of fact regarding the **Stevens Mini-Storage Phase 2 Site Review (SITE-2005-03)**, and to authorize the chair to approve update findings that reflected the information received by staff that day, which included the removal of conditions 1, 2, 4, 5, and 7, revising Informational Item 1 to reflect the fence ordinance, and moving Condition 6 to become an informational item. The motion passed unanimously, 7:0.*

Responding to a question from Mr. Stevens, Mr. Shrives confirmed that the fence ordinance was in written form.

**Case No. PUD-2005-02, a request by Olson and Morris, for site plan approval for the first phase of a three-phase commercial development to be known as Creswell Commercial Center. Phase 1, the subject of this application, includes buildings pads 1 and 2. The site is located between Cloverdale Road, Melton Road, and Emerald Parkway. The site is zoned General Commercial with a Flood Hazard subzone and is designated as Commercial with a Flood Hazard subzone in the Creswell Comprehensive Plan Land Use Map.**

Ms. Banks reported that the application was for two buildings, known as Phase 1 of a three-phase development. The phases were outlined on the second page of the staff report. She recalled that the Creswell Marketplace, when initially approved, had conditions attached to the application by ODOT, and one of those conditions was for a Traffic Impact Analysis (TIA). That condition had been fulfilled and copies of the TIA provided to the City and ODOT. Ms. Banks said the specific phases and proposed buildings in the TIA did not reflect what the City was provided in the form of the site plan. The applicant indicated that because Phase 1 included less area than shown on the TIA, the impacts were actually less, and for subsequent phases the TIA would be updated to reflect more closely the actual development

Ms. Banks called the commission's attention to ODOT's proposed transportation-related conditions for the application, which included the installation of an eastbound left-turn refuge at the approach to northbound Emerald Parkway and widening of the Springfield-Creswell Highway west of Emerald Parkway to include a left-turn refuge for traffic on the highway. Access to the development would be from either Emerald Parkway or Melton Road.

Ms. Banks reported that sufficient parking to serve the development was proposed through a reciprocal parking agreement. A total of 128 spaces would be required, which exceeded the requirement but fell within the 30 percent allowance established through the code. Adequate Americans with Disabilities Act and bicycle parking would be provided.

Ms. Banks indicated that existing stormwater and sanitary sewer lines were present to serve the site

within Melton Road. The site contained a seven-foot public utility easement but utilities were proposed to be private.

Ms. Banks noted that the Fire Marshal was requiring additional hydrants to be installed. The existing hydrant on Melton Road must be moved 100 feet to the west to line up with the driveway entrance.

Ms. Banks briefly noted the landscaping proposed for the site.

Ms. Banks reported that the City Engineer recommended the application be approved. The Public Works Director noted minor adjustments to the water and sewer plans, but those could be accomplished through the construction plan review process. She said that utilities outside the public utility easement must be privately maintained.

Ms. Banks said that ODOT's Access Management Development Review Coordinator had reviewed the site plans and indicated the applicant was responsible for the conditions imposed on the earlier development. Additional requirements for phases 2 and 3 would result from the TIA. The applicant must apply for a change of use permit for Emerald Parkway and Melton Road. There may be other ODOT requirements as well once it analyzed the needs and warrants for the area in question. No public comments on the application had been received.

Ms. Banks briefly reviewed the conditions of approval. She noted that any construction proposed for phases 2 and 3 of the development would require new site plans that would be evaluated on their merits.

**Scott Morse**, the applicant, reported that, while he had some issues with ODOT's requirement related to the change of use permit, he was satisfied with the conditions being imposed by the City of Creswell. He invited questions.

Commissioners asked questions of Mr. Morse clarifying the extent of the improvements that ODOT was requiring of the development as a result of the previous development proposal. Mr. Grice asked Mr. Shrives if there was any pressure that the City could bring to bear on ODOT in regard to the requirements. Mr. Shrives indicated that the City had been meeting with the developer and ODOT for more than a year. He said that ODOT could impose the requirements because the road involved was a State highway. Mr. Morse indicated that the applicant intended to go through with the project and was prepared to write a check to ODOT for its proportional share of the required improvements.

*Ms. Cohen moved, seconded by Mr. Safley, to approve the staff report and adopt the findings of fact regarding the **Creswell Commercial Center Site Review (SITE-2005-02)**. The motion passed unanimously, 7:0.*

### **III. OTHER**

Ms. Banks distributed copies of a 1998 memorandum authored by Milo Mecham of the Lane Council of Governments entitled *Declaring Ex Parte Contacts and Related Issues*.

Ms. Banks reported that the Parks Plan would be the subject of a public hearing before the City Council on August 8.

Ms. Banks reported that Creswell had received a Transportation Growth Management grant from the State for the Creswell Transportation System Plan update. She indicated that a work scope for the project would be developed, which could possibly include the I-5 interchange.

Ms. Banks also reported that staff would be proceeding with Phase 2 of the Code Assistance Project and would be updating the Development Code. The committee that helped with the first phase of the project would be asked to meet again. She did not yet have a work scope for the effort.

Responding to a question from Mr. Christopher about the potential of a new parks committee, Ms. Banks said that if the Parks Plan was adopted by the council, one of the actions it proposed was for the formation of a Parks Advisory Board.

#### **IV. NEXT MEETING/ADJOURNMENT**

Ms. Banks reminded the commission that its next meeting would be on August 24, 2005, at 7:30 p.m.

The meeting adjourned at 8:30 p.m.

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Keith Morgan, Chair  
Creswell Planning Commission

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Date

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