

City of Lafayette

Phone: (503) 864-2451

Fax : (503) 864-4501

"Third Oldest City in Oregon"

486 Third Street - PO Box 55 - Lafayette, Oregon 97127-0055



LAFAYETTE PLANNING COMMISSION

NOTICE OF PUBLIC MEETING

THE PLANNING COMMISSION OF THE CITY OF LAFAYETTE WILL MEET IN REGULAR SESSION THURSDAY, JANUARY 20, 2011 AT 7 PM IN THE CITY HALL MEETING ROOM AT 486 THIRD STREET (99W), LAFAYETTE, OREGON.

AGENDA IS AS FOLLOWS:

1. CALL MEETING TO ORDER
2. ROLL CALL
3. APPROVAL OF THE **November 18, 2010 minutes**
4. **Goal setting work session**

The location of this meeting is accessible to the disabled. If you will need any special accommodations to attend or participate in the meeting, please notify City Hall, at (503) 864-2451, at least 24 hours before the meeting.

CITY OF LAFAYETTE
PLANNING COMMISSION MEETING MINUTES FOR
AUGUST 19, 2010

Call to Order: Ron Kerr called the meeting to order at 7:12 p.m.

Roll Call: Lori Labb called the roll.

Present: Marian Chasse (in @ 7:12), Gordon Cook, Ronald Kerr and Jesse Huffman.

Absent: Beth Cooke (excused), David Gilbey (excused), Todd Holt.

Staff Present: Jim Jacks, Lori Martino and Joe Wrabek

Others: Darrell Flood

Approval of Minutes:

Lori Martino noted that minutes would be ready for approval at the next scheduled meeting.

GOAL SETTING WORK SESSION:

Jim Jacks went over the staff report and the training memos that were included in the packet.

Lori Martino gave a handout of the ideas for the work session that were submitted by Marian Chasse after the deadline.

Jim Jacks noted that he would like to see a final list of items that the Commission would like to work on by the end of the meeting.

The Commission took a few moments to look over the staff report.

Jim Jacks continued going over the staff report.

Marian Chasse noted that she felt the appearance of downtown was a main responsibility of the downtown association that we currently have. She felt that stronger code enforcement should be done. Gordon Cook noted that at the last council meeting, the Sheriff's Office had said that they were going to start doing more with the code enforcement issues. Lori Martino noted to keep in mind that the City and Sheriff's Office can only do so much. There are ordinances regarding Junk that can be enforced but you cannot tell someone that they have to paint their business or replace windows just because it does not look appealing. Lori also noted that the downtown committee that

was mentioned was comprised of citizens not appointed by the City and is not a City Committee.

Darrell Flood questioned if the Planning Commission has considered 99W being a one way street in and out of town like Newberg. Ron Kerr this idea has been brought up in the past and two of the Major problems are that 99W is a state highway and funding is an issue. Lori Martino mentioned that a large amount of properties would have to be acquired to achieve this goal.

Marian Chasse felt that Newberg, Dundee and Carlton have numerous wineries and that Lafayette is well known for their Antiques. Marian noted that it would be nice if the banners along 99W were larger. Discussion ensued.

Ron Kerr noted that some cities offer a low interest loans for the business owners to improve the appearance of their buildings. Marian Chasse noted that SOLVE was also a place to look at for assistance for beautification.

Regarding the Parks and Open Space, Marian felt that most of the issues were covered in the revision of the Zoning and Development Ordinance. One of the issues that she had with the Open Space is that the Home Owners associations rarely do the upkeep. Discussion ensued.

Marian Chasse noted that she felt that the item in the staff report regarding trying to get unoccupied houses to sell was a good idea. If open houses were in conjunction with other events such as winery tours, this could help with the prospect of buyers. There was a discussion on the possibilities of having a city wide open house that included the list of addresses and real estate agents.

Darrell Flood referenced an idea in the staff report regarding promoting green energy sources. He wondered if there was a way for the Commission to force a builder to start looking at providing homes with grey water runoff systems and energy wind mills. Discussion ensued. Jim Jacks noted that he believed that City are bound by the International Building Code but are able to create building codes that are more stringent. Discussion ensued.

Regarding page 4 (education) Ron Kerr noted that there was not a lot the Planning Commission could do as far as education except to support the district. Gordon Cook noted that there should be something listed in the Comprehensive Plan regarding the expansion needs of Wascher School.

There was a discussion amongst the Planning Commissioners regarding the road improvements that have recently taken place around Yamhill County.

The Commission discussed whether sending out a community attitude questionnaire would be beneficial since a large majority of the residents most likely would not respond.

Marian Chasse noted that she felt that there should be a representative from the Planning Commission that attends the City Council meetings. Discussion ensued.

Darrell Flood noted that he would like to see the Planning Commission revise the Parks Master Plan. Discussion ensued.

Jim Jacks noted that one of the best things that a community can do is to have a good visual appeal. Discussion ensued.

There was a discussion amongst the Commission on what items were of highest priority.

The consensus of the Planning Commission was to focus on Parks and Recreation, Visual appeal, and business climate as the high priority items.

Adjourn: Marian Chasse made a motion to adjourn. Gordon Cook seconded the motion. Motion passed unanimously. 9:00 pm.

CITY OF LAFAYETTE
PLANNING COMMISSION MEETING MINUTES FOR
NOVEMBER 18, 2010

Call to Order: Beth Cooke called the meeting to order at 7:03p.m.

Roll Call: Lori Martino called the roll.

Present: G. Doug Cook, Ronald Kerr, Beth Cooke, Todd Holt and Jesse Huffman.
Absent: Marian Chasse.

Staff Present: Suzanne Dufner- Planner-Council of Governments and Lori Martino-
Community Development Clerk.

Others: Darrell Flood

Approval of Minutes:

Doug Cook noted that his name needed to be changed in the minutes from Gordon Cook to Doug Cook.

Doug Cook made a motion to approve the October 21, 2010 meeting minutes with the name change corrections. Todd Holt seconded the motion. Motion passed unanimously.

Public Hearing: Public hearing on Major Variance, File # 10-10-05. The Applicant proposes a Major Variance to allow a 6-foot high fence within 3.5-feet of the property line in a side yard adjacent to a street when Section 2.209.09 (LDZO) allows a 3.5-foot high fence within 10-feet of any property line adjacent to a street.

Beth Cooke went over the hearing procedures and opened the hearing at 7:04.

Suzanne Dufner read the hearing statement.

Beth Cooke questioned if there were any objections to the hearing notice that was sent. There were no objections. Beth questioned if there were any objections to jurisdiction of the Commission to hear and decide the case. There were no objections. Beth asked the Commissioners if there were any declarations of ex-parte contact, conflict or bias by any members of the Commission. Beth questioned if everyone had a chance to look at the site. Ronald Kerr noted that he did drive by the subject property but made no contact with the applicant.

Suzanne Dufner read over the staff report.

Applicant Testimony: Devon Lawson-1230 7th Street Ext.- noted that they had a small child and two dogs at the residence. It was not clearly pointed out when the home was

purchased, where the fence needed to be placed. They were going off of the information they obtained by the developer on where the property lines were. Devon noted that they had provided as much information as they could to show that there were no vision issues.

Proponents: a letter was provided in the Commissioners Packet

Opponents: None

General Testimony: None

Government agencies: None

Staff response: Lori Martino noted that across 7th Street Extension from the subject property, a major variance was approved for a lot because of the special circumstances of the 8-10 foot utility easement.

Applicant Rebuttal: None

Commission Deliberation: There was a discussion among the Planning Commissioners on the location of the Right-of-way, easement and property line.

Todd Holt made a motion to approve the application for a Major Variance and allow the placement of a solid wood fence six (6) feet in height within a required yard adjacent a street where the code limits the height to 42 inches (3.5 feet) and the fence to be constructed of chain link material and based upon compliance with the conditions of approval and adopt the findings contained in the staff report. Ronald Kerr seconded the motion. Motion passed unanimously.

Hearing closed at 7:20 pm.

Lori Martino questioned if the Planning Commissioners wanted to have the meeting on December 16th or continue with business in January. The consensus of the Commission was to cancel the December meeting and reconvene on January 20th.

Adjourn: Doug Cook made a motion to adjourn. Ronald Kerr seconded the motion. Motion passed unanimously. 7:22 pm.

TO: LAFAYETTE PLANNING COMMISSION

FROM: JIM JACKS, CITY PLANNER

SUBJ: CONTINUATION OF GOALS TASK

DATE: JANUARY 20, 2011

PURPOSE

The purpose of this memo is to update the Commission on the Commission's goals and establish the next steps.

BACKGROUND

A discussion of possible Commission goals occurred at the August 19, 2010 meeting. Commissioners Ron Kerr, Marian Chasse, Gordon Cook and Jesse Huffman attended. It was Gordon's first meeting and Jesse's second meeting. The minutes indicate the consensus of the Commission was to focus on parks and recreation, visual appeal, and business climate. Commissioner David Gilby resigned in September (not related to the discussion of goals).

At the September 16 meeting the Commission conducted a public hearing for the housekeeping Comp Plan amendments. It was continued because three members were in attendance and one member participated by telephone. Due to the lack of testifiers and the participation by telephone, no testimony was taken and the hearing was continued to October 21 to ensure that anyone who wanted to testify would have the opportunity to do so. The goals were not discussed.

At the October 21 meeting the Commission opened the hearing and recommended the City Council adopt the proposed amendments.

At the November 18 meeting the Commission conducted a public hearing for a variance to the City's fence standards. Another COG planner, Suzanne Dufner, presented the staff report as I was not able to attend due to a scheduling conflict. The goals were not discussed. The December 16 meeting was cancelled.

NEXT STEPS

For the January 20 meeting the Commission will return to the issue of Commission goals. The last discussion was on August 19 when the consensus of the Commission was to focus on parks and recreation, visual appeal, and business climate. To ensure the Commission is satisfied with the consensus from August 19, the packet for the January 20 meeting includes the August 19 staff report and the minutes.

At the January 20 meeting staff recommends the Commission affirm the consensus from the August 19 meeting. Items can be added, changed or deleted. Changes may be appropriate because changes have occurred in the City since August, for example, Preston Polasek, the new City Administrator is on board and the two newest Commissioners have had more time to acclimate themselves to the roll of a Commissioner, and the City Council's discussion of the water issue has progressed. The water issue is specifically mentioned because the water system is an important infrastructure element to support urban densities of development.

Once the goals are affirmed, with or without changes, follow-up action is needed. The Commission should discuss whether to focus on one or two goals or address all three at the same time. The appropriate action to take should be discussed. .

The three goals are: (1) Parks and Recreation.
 (2) Visual Appeal.
 (3) Business Climate.

What should the first step be for parks and recreation, visual appeal and business climate? For example, what should/could the Commission do regarding parks and recreation issues? An update of the parks plan could be undertaken which would include an inventory of existing City parks and recreation facilities and address any new issues since 2004.

What could be done for visual appeal? The Commission could review the zone code to ensure it calls for landscaping and building materials that would present a “good look.” An option would be to review the zone code regarding junk, parking of vehicles, etc., to determine if the zone code includes language and if that language is appropriate (the city’s Municipal Code may have all the language needed and the issue may be the actual enforcement step). Or, an incentive program could be developed to encourage sprucing-up properties along “main street.” Close coordination with the main street businesses would be a prerequisite.

For business climate the recently adopted housekeeping amendments to the Comprehensive Plan included a minor change regarding the Community Development Chapter, Population and Economics Section, Finding 13 (p. 33), indicating the City does not have a bank, pharmacy or major grocery store. Should the concern expressed in the Comprehensive Plan regarding the bank be married to the goal of business climate? Or, does business climate mean something else? Should an effort be made to determine how the City could become connected to the “wine country” economic base that is so well established in Yamhill County (review Yamhill County’s wine industry report from 2010)? Should the zone code be reviewed to ensure it allows Bed and Breakfast establishments and that there is land zoned for B & B’s? Is there a site properly zoned to accommodate a hotel/restaurant? Has the City turned its back on the river and the lower ends of the local creeks? Does the location of commercial zones on the zone map take advantage of views of the Yamhill River and its riparian environment for a hotel/restaurant.

Before the Commission progresses too far, some coordination would ensure the Commission is on the right track. The City Administrator may have comments and suggestions. The City Council may have comments and suggestions. Would a joint meeting with the City Council, or a Council subgroup composed of the Mayor and a Councilor, be appropriate at this time?

STAFF RECOMMENDATION

Staff recommends the Commission identify specific “next steps” to work on.

TO: LAFAYETTE PLANNING COMMISSION
FROM: JIM JACKS, CITY PLANNER
SUBJ: COMMISSIONER'S SUGGESTED GOALS FOR DISCUSSION
DATE: AUGUST 19, 2010

PURPOSE

The purpose of this memo is to show the suggested goals submitted by the Planning Commission. I have commented on each suggestion from a land use planning perspective. Additional suggestions can be forwarded to staff and we'll endeavor to get them out to the Commission prior to the meeting. It is expected that other goals will be suggested at the August 19 meeting.

The goal for the August 19 meeting is to come to a consensus on goals for the Planning Commission.

The following suggestions are those received on or before August 2. The Commissioner making the suggestion is listed so the Commission can look to that person at the meeting for an explanation of the issue.

Dave Gilbey:

1. Downtown Business District- Lafayette really looks like a dump when you drive through it. And that's what people do...drive on through. How can we (Planning Commission) look into planning/funding to improve our downtown? Conceptual Plan?
 - A. Wine industry ties.
 - B. Antiquing.
 - C. Dare say we look at some tax incentives to get medium size businesses to come to Lafayette.

Planner's Comment:

A city's downtown or main street is often the visual focal point for the community's residents and out-of-towners. The image portrayed by the downtown and the main street may be the only image retained by out-of-towners. When company representatives visit a town to see what it's like on the ground, the visual appearance is important because it provides an indicator of several intangible elements such as pride, community spirit and the ability of the community to successfully address issues.

Downtown appearance can be assisted by the Municipal Code's nuisance abatement process. Nuisance abatement is not typically categorized as a land use planning issue, but if the Lafayette Municipal Code does not include a nuisance abatement process, the Planning Commission could suggest to the Council that such a process be amended into the Municipal Code.

Another non-land use planning approach would be for the City to budget for banners to be placed on power/telephone poles along main street. They provide a festive feeling and send the message that things are happening along main street. Banners in Lincoln City indicate the sections of the city (Nelscott, Taft, DeLake, etc.). Some banners focus on Highway 101 and state the number of miles south of the Columbia River (a takeoff on Route 66 from Chicago to LA). Would a focus

on 99W benefit Lafayette's main street? Might the banners tout Lafayette as the Land of Locks and Libations (the locks on the River and a connection to wine country)?

The Lafayette Zoning and Development Code (LZDO) can be reviewed to determine if the required landscaping is what the Commission believes is adequate to support an improved appearance in the downtown, and if it isn't, the Commission can develop and recommend amendments to the LZDO for the City Council to adopt. If changes are desired and adopted, they would apply to new construction, and would not require existing businesses to improve their landscaping, thus no immediate benefit would come from such action.

The LZDO can be reviewed to determine if architectural standards should be added. If a certain architectural style is desired, such as at Sisters, OR or Leavenworth, WA, the Commission can consider developing such architectural standards. If a particular style isn't thought to be necessary, then generic architectural standards can be considered that would require articulation in front building walls, window treatments, gables and other similar elements so that "military barracks" style commercial buildings won't be built. Such amendments to the LZDO would be adopted by the City Council.

2. Parks and Open Space- How do we (Planning Commission) begin to set the tone for preserving open areas and making them USABLE and SAFE. It's not just setting those parcels aside...I'd like to recommend that this commission take a look at funding for parks maintenance. Let's stop looking at the minimum and look at what the community wants...and figure out how to make it happen!

Planner's Comment:

As part of the 2009 LZDO "housekeeping" amendments, some substantive amendments were included that addressed open space and outdoor recreation areas.

In terms of preserving more open space areas, a Statewide Goal 5 (natural resources) planning effort could be initiated to more thoroughly address wetlands, riparian areas, steep slopes, and significant tree areas. Such an effort would take at least one year and require the expertise of specialists for some resources such as wetlands. The scope could be limited to address just one type of natural resource if desired.

The 2004 "Lafayette Parks Development Plan" was adopted by the City Council, although it was not adopted into the Comprehensive Plan. The purpose of the Plan was to provide the basis to develop a Parks system development charge (SDC). The Parks SDC was adopted just prior to the decline in the economy, thus the accrued funds to date are not large because very little development has occurred. Given the Parks Plan has been adopted, planning theory would suggest that the Plan be followed. Funding the projects in the Plan is a budget issue for the Budget Committee and City Council to address.

The subdivision, planned unit development and site development review processes can be used to a certain extent to require that open space and/or outdoor recreation areas be "useable." Such areas on private property, typically, would be for the use of the people in that development, not the general public. If such areas were dedicated to the public, then the City would need to decide it wants them and then fund their maintenance.

Jesse Huffman:

1. How to beautify main street and how to get the unoccupied houses to sell.

Planner's Comment:

For main street beautification, see the above comments.

Additionally, the City could institute a citywide "spring clean-up" effort in coordination with the solid waste franchisee. The city could sponsor a fall clean-up just for the downtown and invite the whole community to pick-up and clean-up the main street area. The businesses could provide gloves and garbage sacks and the restaurants could provide hot dogs and drinks. Maybe the main street clean-up could be formed around a downtown barbecue event.

For spurring house sales, the City does not have a direct role in the private market place. An indirect role could be the City hosting education sessions regarding home loans, how to prepare your home to encourage a quick sale and other subjects related to the sale of homes. Generally, the private sector has a direct interest in spurring sales and conducts open houses, etc. to generate interest. Another indirect City role could be requiring the owners of unoccupied and foreclosed homes to be cut so they would still present a kept appearance. For owners who don't cut their grass, the city's nuisance abatement program, if set up properly, can allow the City to hire a landscaper to cut the grass and then place a lien on the property which would be paid back to the city when the sale occurs.

Gordon Cook:

1. Develop a plan to maintain and improve the city's water resources. Especially concerning the future needs and conservation concepts. Consider having a representative on the newly formed Water Task Force.

Planner's Comment:

It appears the City Council is addressing this issue. A water system committee is to be formed. The Planning Commission could request that the City Council place a Planning Commissioner on the committee. If the Council does not want the Committee to have a slot specifically for a Commissioner, the Commission could request that a Planning Commission member be placed on the Committee, but not to represent the Planning Commission.

The City's Comprehensive Land Use Plan includes goals and policies regarding public facilities (Statewide Planning Goal 11) such as the water system, but typically goals and polices set the direction and it is up to the City Council and staff, through the budgeting process, to ensure the water system is meeting the city's needs. Specific items such as odd-even watering are usually not part of a comprehensive plan policy, and constructing a new reservoir is a decision based on the availability of funding (usually a loan or a grant from the State or the Feds).

2. Evaluate ways to promote green energy sources (i.e., solar, wind, etc.).

Planner's Comment:

Solar and wind resources can be addressed at different levels. For example, at the State level Statewide Goal 13 (Energy Conservation) basically says city and county comprehensive plans should address energy. The Planning Commission at its July 15 meeting reviewed proposed housekeeping amendments to the Comprehensive Plan's Findings, Goals, Policies and Implementation measures. Some amendments to the Energy Section were proposed.

In terms of solar energy, today any person or business can place solar collectors on their roof because there are no zoning prohibitions against it and the State building code provides regulations on how to do it. There are State incentives that have been advertised recently for people to purchase photo-voltaic solar collectors. The City could host education sessions on solar

energy. The City could provide property tax incentives in the form of not collecting a portion of the City's share of the property tax for those who have solar collectors.

In terms of wind energy, because wind generators are, typically, tall and have moving parts and create noise, the zone code does not allow them as permitted, conditional or accessory uses. The Planning Commission could direct staff to review the types of wind generators and the possibility of erecting them on residential, commercial and industrial lands. Unlike solar energy where the amount of solar energy is the same throughout the City, wind energy is very likely not the same throughout the City and it may not be economical anywhere in the City, or the north Yamhill County area in general. A possible issue to investigate could be allowing wind generators in the Industrial Zone given it is isolated from the main portion of the community.

3. Evaluate the Education needs of the community into the next 10 years. (Beyond the 2005 limit in the present Comprehensive Plan).

Planner's Comment:

The Planning Commission should be careful to not take-on tasks that are the legal responsibility of another government entity, i.e., the McMinnville School District. The statement in the Comprehensive Plan was obtained from the school district. The Planning Commission could ask staff to send a letter to the district asking for a brief summary of the district's latest efforts to evaluate the district's needs out to 2020. Alternatively, the Commission could ask staff to ask the district to provide a speaker to come and talk to the Commission about the district's efforts. If there are specific concerns about Wascher Elementary School, the school or the school district should be contacted directly by the party with the concern.

As a sidebar: An element to be aware of is "social infrastructure." Social infrastructure is similar to physical infrastructure such as roads and sewer and water pipes, but obviously it actually relates to the number of people-to-people connections and organization-to-organization connections that exist within the community. For example a community with a lot of social infrastructure, typically, will operate more effectively and efficiently than a community with less social infrastructure. Social infrastructure includes the number of schools and grades within the community, City committees, chamber of commerce, downtown business club, civic organizations, churches, youth sports, recreation programs, library programs, girl and boy scout troops, watershed councils, nonprofit groups, foundations, etc. The more interaction among the residents and businesspeople, the more understanding and trust is developed. People get used to working with one another to solve problems and over time the problems are solved more easily.

4. Outline specific Transportation (road) improvements to reflect the future needs of the city.

Planner's Comment:

Statewide Planning Goal 12 (Transportation) and an Oregon Administrative Rule called the Transportation Planning Rule, require each city and county to do a Transportation Systems Plan (TSP). Lafayette adopted its TSP in 2003 and updated it in 2007. Among others, two standard elements in a TSP are a list of projects and funding sources. The TSP, p. 55, includes 13 projects and cost estimates. The issue with transportation projects is they are expensive and most small cities are not able to fund them which means reliance on State and Federal funding.

On a year to year basis, the Budget Committee and City Council address the need to budget and construct road, pedestrian and bike projects.

To help fund road maintenance (not new roads), some cities have adopted a monthly road maintenance fee to cover the cost to slurry seal, or provide an asphalt overlay for a prioritized list of streets.

5. Consider sending out another “Community attitude questionnaire” to update the findings from the one sent out in 1979.

Planner’s Comment:

The questionnaire probably was not focused on land use planning issues, but it could have included some land use related questions. It would be good to see the 1979 version. The Commission could suggest to the City Council that they consider distributing the survey again at an appropriate time.

City Planner Issue:

To spur wine-country related development, the Commission could direct staff to review the zone code to determine the regulations and process for a hotel/restaurant locating in the City, including identifying possible sites, even if a zone change would be needed. Same process for a branch bank, or a ____ ?