



City of Mill City

P.O. Box 256

Mill City, Oregon 97360

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MILL CITY PLANNING COMMISSION AGENDA

Special Meeting – Work Session

March 27, 2015 9:00 a.m. to 11:00 a.m

City Hall – 444 S. First Avenue

MILL CITY, OREGON 97360

1. **Call to Order and Flag Salute** Chair Nancy Kelle

2. **Approval of Minutes: February 13, 2015** (regular meeting)
March 24, 2015 Joint Public Hearing (if ready)

3. **2015 Mill City Comprehensive Plan Update – Part 1**
 - Review of Open House and Public Testimony
 - Deliberation
 - Recommendation to the City Council
 - Ordinance and Findings
 - Mill City Comprehensive Plan Update – Part 1 (Text)
 - Comprehensive Plan Map (Finalize all map changes)
 - Zoning Map (Finalize all map changes)
 - Buildable Lands Inventory
 - Grant Opportunities for Part 2 of the Comp Plan Update

4. **Other Business**
 - a. Letter to Oregon Department of Agriculture re: air quality monitoring station
 - b. Other

5. **Adjournment (11:00 am)**

Upcoming Planning Commission Meetings (All meetings at City Hall)

April 10, 2015	9:00 a.m.	Regular Meeting
April 14, 2015	6:30 p.m.	City Council Mtg – Comprehensive Plan Deliberation Storm Master Plan – 1 st /4 th Sub-basin presentation
April 24, 2015	9:00 a.m.	Work Session
May 08, 2015	9:00 a.m.	Regular Meeting Public Hearing – Krokoski Annexation – NE 3 rd
May 22, 2015	9:00 a.m.	Work Session
June 12, 2015		NO MEETING

MILL CITY PLANNING COMMISSION
Meeting of February 13, 2015
9:00AM
DRAFT

Planning Commission members present: Chair Nancy Kelle, Vice Chair Gay Stuntzner, Ann Carey, Dennis Chamberlin, David Leach, Cheryl Lundquist and Frances Villwock. Staff in attendance: Planning Advisor David Kinney and City Recorder Stacie Cook.

Community members present: Roger Beyer, Oregon Seed Council, John Byers, ODA, Councilor M. Susann Heller and Councilor C. Michael Long.

APPROVAL OF MINUTES: Ann Carey noted that the January 9 meeting should note that Gay Stuntzner and Dennis Chamberlin left the meeting early.

***Cheryl Lundquist* moved, seconded by *Ann Carey* to approve the Minutes of January 9, 2015 as amended.** The motion carried unanimously.

***Ann Carey* moved, seconded by *Frances Villwock* to approve the Minutes of January 23, 2015.** The motion carried unanimously.

CITIZEN COMMENTS: None.

PRESENTATIONS: Oregon Field Burning Program – Roger Beyer, Executive Director, Oregon Seed Council and John Byers, OR Dept. of Agriculture, Program Manager Soil and Water Conservation Dist.

Mr. Beyer and Mr. Byers gave a presentation on field burning in Oregon going briefly through how field burning started and slowly was decreased to a small section of Oregon in the Silverton area.

Field burning is determined to be permissible by “meteorology” which takes into account whether smoke will go up into the atmosphere and out of the area. Other factors include marine “push”, gradient “stacking” to the east, the “Medford Draw” (strong summer winds) and the onset of afternoon sea breeze going east across the valley. A test fire is then lit to determine whether all areas of criteria are correct and whether burning will be allowed for the day. Anyone wishing to field burn can request a permit and if approved, has one hour to light the fire.

There are self subscription services through Oregon Dept of Ag. The bottom left page of the website says weather and if clicked on will take you directly to the subscription link. Only grass seed and cereal grain are regulated. Tree farms and nurseries are not regulated by the state. Burning start dates are generally after the fourth of July and into August. However, this depends on when the fields are ready to be burned so could go later into the season.

While a measuring tool is used to try to determine whether smoke is settling or rising but the better tool to use is phone calls from citizens that are affected.

PUBLIC HEARING: None Scheduled.

OLD BUSINESS:

2014 Annual Report – Mrs. Carey suggested adding more information on the marijuana issue so that the City Council knows that the Planning Commission is tracking this issue to ensure that any code revision will be done as needed based on the outcome of the marijuana task force. Mr. Kinney modified this section.

***Gay Stuntzner* moved, seconded by *Cheryl Lundquist* to approve the 2014 Annual Report as amended.** The motion carried unanimously.

2015-2016 Work Program – ***Cheryl Lundquist* moved, seconded by *Frances Villwock* to approve the 2015-2016 Work Program.** The motion carried unanimously.

Outdoor Lighting Amendments to Zoning Code – Mr. Kinney said that he has added flow charts into the outdoor lighting code.

It was noted that there are some instances in which topography or placement on a two storey home may cause some violation of the code. In these cases the property owners due diligence to meet code should suffice. Mrs. Cook asked if this can somehow be incorporated into the code so it is clear that this could be an exception to the rule by decision of the zoning official.

***Ann Carey* moved, seconded by *Gay Stuntzner* to submit the draft, as amended, of the outdoor lighting code to the City Council indicating that the Planning Commission is ready to hold a hearing on the code on March 13, 2015.** The motion passed unanimously.

2015 Mill City Comprehensive Plan Update – Mr. Kinney said that the Natural Resources chapter now includes the statement that there are three wells for the “Walker” ranch and Al Ward property.

Mr. Kinney briefly went through updated information that Allison McKenzie, GROW North Santiam, provided for consideration of the Planning Commission. A general agreement to remove any reference to cities other than Mill City and our UGB was made. Mr. Kinney will speak with Ms. McKenzie to see if this can be done.

Mr. Kinney will condense the paragraphs that talk about GROW. However, there are some observations that have been made by GROW and those should be left for informational purposes.

The Economy chapter now has updated information on industrial and commercial land needs.

Mr. Kinney said that the Comp Plan map included in the packet outlines a number of areas in the City that annexations, re-designations, etc. have occurred or should occur and went through each with the Planning Commission. Consensus to move ahead with all of the items as denoted on the map shown in the agenda packet. The only item not included in this map is the Baughman annexation, which will be completed once the City readopts an annexation only Ordinance.

Mr. Kinney asked the Planning Commission whether they think the City should include a change of

zone to the Trio Tavern during this process. Mrs. Lundquist said that she would not support this if it also includes the vacant parcel to the west. Mrs. Carey said that she is against including this in the Comp Plan. A consensus from the group to require an application for zone change rather than including in the Comp Plan at this time.

Mr. Kinney said that the Buildable Lands Inventory has been reviewed by Marion County for accuracy. Some minor changes have been made. The City will need to go through the hearing process, send the full package to them at which point they will hold their hearing. In Linn County they only require notice of the hearings and upon adoption they will send a letter concurring with adoption of the plan.

NEW BUSINESS:

BLM Notice re: Fisherman's Bend Plan "Findings of No Significance": Mr. Kinney said that BLM has completed their environmental assessment. There was nothing that the City needs to respond to.

INFORMATION ITEMS: None.

CITY RECORDER REPORT: Mrs. Cook gave a brief report on items currently being discussed and implemented within the City including:

- Business Loan Program
- Council Vacancy
- Marion County Community Projects Grant
- Annexation and Rezone Ordinance
- City Hall Hours
- Tinney Lot Line Adjustment
- 424 SW Cedar Street
- Blaylock Mini Storage

FURTHER BUSINESS FROM THE PLANNING COMMISSION:

The meeting was adjourned at 12:41 p.m.

Prepared by:

Stacie Cook, MMC, City Recorder/Planning Secretary

March 24, 2015

John Byers
Oregon Department of Agriculture
Smoke Management Program
635 Capitol St.
Salem, OR 97301

Dear Mr. Byers:

We appreciate your taking the time to visit our planning commission meeting on February 13, 2015. Although we were aware of the agricultural restrictions on grass seed field burning, we were very pleased to learn that there may be the possibility of installing at least one, and hopefully two, air quality monitoring stations in the upper North Santiam Canyon: one in Mill City and the other in Detroit. We feel this is the only way to clearly establish the amount of smoke that our citizens endure during the summer and fall burning months. It is important that we are able to determine how much smoke incursion occurs in our area.

We look forward to hearing from you with the hope that the air quality monitoring stations can be installed this spring.

Again, thank you for traveling to Mill City to speak with us about a problem that adversely affects all North Santiam Canyon citizens. We are eager for its resolution.

Best regards,

Ann Carey

Dennis Chamberlin

Cheryl Lundquist

Nancy Kelle

David Leach

Gay Stuntzner

Frances Villwock



Department of Land Conservation and Development

2013-15 TECHNICAL ASSISTANCE GRANT APPLICATION

Please complete each section in the form below. Type or write requested information in the spaces provided. Submit completed applications **by Friday, October 4, 2013**.

Application Date: Fall, 2015

Applicant: City of Mill City
(If council of governments, please also indicate jurisdiction name if applicable)

Address: 444 S. 1st Avenue
PO Box 256
Mill City, OR 97360

Phone: (503) 897-2302

Contact name and title: Stacie Cook, MMC, City Recorder

Contact e-mail address: scook@ci.mill-city.or.us

Grant request amount (rounded to the nearest dollar): \$

Local Contribution (recommended but not required): \$

Project Title: 2015 Mill City Comprehensive Plan Update (Part 2)

Project summary: (Summarize the project and products in 50 words or less)

The City of Mill City proposes to prepare and adopt Part 2 of the 2015 Mill City Comprehensive Plan Update.

Part 2 will include Chapters 7 to 13 on Historic and Cultural Resources, Parks and Open Spaces, Housing, Public Facilities, Transportation, Energy Conservation and the Urban Growth Area,

Possible element: a riparian inventory and protection measures.

Project Description & Work Program

Please describe the proposed project, addressing each of the following in an attachment.

A. Goals and Objectives. State the goals or overall purpose of the project. Describe particular objective(s) the community hopes to accomplish. Please indicate whether this is a one-biennium, stand-alone project or is part of a longer multi-biennium program. If it is the latter, describe subsequent phases and expected results, any previous work completed, and how work beyond this project will be funded.

2015 Mill City Comprehensive Plan Update (Part 2):

The City of Mill City proposes to prepare and adopt Part 2 of the 2015 Mill City Comprehensive Plan Update. Part 2 of the comprehensive plan update will include:

- Chapter 5: Natural Resources: Goal 5 Riparian inventory and protection measures.
- Chapter 7: Historic and Cultural Resources
- Chapter 8: Parks and Recreation Services
- Chapter 9: Housing
- Chapter 10: Public Facilities including public facilities plan to serve employment lands
- Chapter 11: Transportation
- Chapter 12: Energy Conservation
- Chapter 13: Mill City Urban Growth Boundary

In May 2015, the City completed and adopted Part 1 of the 2015 Mill City Comprehensive Plan update which included updated chapters on citizen involvement, land use, natural resources and the economy. The City concurrently adopted a 2015 update of the Mill City Buildable Lands Analysis.

The City proposes to complete the Part 2 update in the 2015-16 biennium as a stand-alone project.

The Mill City Comprehensive Plan was originally adopted in 1980 after a three year community planning process and acknowledged by LCDC on February 4, 1982. The first periodic review and major plan update was completed in June 1990 and a periodic review order was issued on September 4, 1990. The 2015 plan update is the first significant revision to the plan since 1990.

Chapters 7 to 13 of the Mill City Comprehensive Plan are out-of-date. The purpose of the project is to update the factual information in the plan, comply with state statute and administrative rules, update goals and policies to reflect the community vision for the future and plan for the development of public infrastructure and facilities within the Mill City UGB.

B. Products and Outcomes. Clearly describe the product(s) and outcome(s) expected from this grant application. Briefly describe any anticipated significant effect the project would have on development, livability, regulatory streamlining, and compliance with federal requirements, socioeconomic gains, and other relevant factors.

The 2015 Mill City Comprehensive Plan Update will have the following products and outcomes:

1. Mill City Comprehensive Plan Update (Part 2). When Part 2 is completed, the City will compile Part 1 and Part 2 and print the final plan document.
2. Public facilities plan element. The City has adopted several facilities plans over the past 10 years including:
 - a. Storm Drainage Master Plan (2005).
 - b. Water Facilities Master Plan (2003).
 - c. Parks Master Plan (2014)
 - d. Sanitary Sewer WWTP Plant Expansion (2008).

The City proposes to have the City's planning consultant and City Engineer provide a public facility plan complying with the requirements of OAR 660-011 including (1) an assessment of the City's public facilities plans, including deficiencies and needed improvements, (2) updated system-wide facility maps (3) timing of when public facility improvements will be needed, (4) cost estimates, (5) a prioritized capital

improvements list and (6) a financing plan listing potential local, state and federal funding sources and opportunities.

Many of the public facilities (water, sewer and storm drainage) facilities in the commercial and industrial zones are undersized or non-existent. Development of a prioritized list of public improvements to serve employment lands is a priority for the City. The City expects to apply for a separate TGM grant in 2015 to prepare a Transportation System Plan.

3. Goal 5 Riparian Inventory and recommended protection measures for the North Santiam River and tributaries inside the Mill City UGB. During the development of the Part 1 update DLCDC staff identified the lack of a riparian inventory and protection measures in compliance with OAR 660-023 as a plan deficiency. [Discuss w/Angela Lazarean – this may be more appropriate as a separate project after the Part 2 plan update is completed.]

C. Work Program, Timeline & Payment.

See Attached Excel Spreadsheet

1. Task(s) and Product(s): List and describe the major tasks and subtasks, with:

- The title of the task
- Steps to complete task, and
- The interim and final product(s) for each task.

2. Timeline: List all dates of project including tentative start date after the contract is signed, interim task completion, progress milestone(s), and project completion date. If the project is part of a multi-year program, provide an overview of the expected timeline(s) in sequence of expected start dates and completion date for each and describe subsequent phases to be completed.

3. Payment Schedule: Develop a requested payment schedule showing amount of interim and final payments. Include the products that will be provided with each payment request. The payment schedule should include no more than two payments – an interim and final payment.

D. Review Criteria. Include a statement in the narrative that addresses the approval criteria presented in the application instructions, and that addresses priorities stated in the *2013-2015 Grants Allocation Plan*.

The City of Mill City Comprehensive Plan update will address the following priorities:

- (1) Directly related to increasing economic development opportunities.
- (2) Benefits economic development efforts.
- (3) Prepare an infrastructure financing plan.

The City will complete a public facilities plan, define project priorities, identify funding options and financing recommendations for city-wide water, sewer, storm drainage and transportation facilities.

The plan will evaluate and provide a separate list of recommendations for public improvements to the City's water, sewer, transportation and storm drainage facilities that are needed to serve employment lands in the commercial and industrial zones.

E. Project Partners. List any of the following that will participate in the project: federal agencies, state agencies, council of governments, city and county governments, special districts, and other entities. Briefly describe the role of each (*e.g.*, will perform work under the grant; will advise; will contribute information or services, etc.).

City staff
Mill City Planning Commission
MWVCOG
Linn County and Marion County Planning
Linn County GIS
City Engineer
Special Districts: N. Santiam Watershed Council, MCRFD, Santiam Canyon School District

6. Advisory Committees. List any advisory committee or other committees that will participate in the project to satisfy the local Citizen Involvement Program, if any.

Mill City Planning Commission (Citizen's Advisory Committee)

7. Cost-Sharing and Local Contribution. DLCD funds are only a part of overall project costs; please identify sources and amounts of other funds or services that will contribute to the project's success. Cost-sharing (match) is recommended on general fund grants and at this time is not required, but could be a contributing factor to the success of the application.

Discuss w/ Stacie & Trisha

Linn County GIS – In-kind mapping services
City Staff – Planning Commission staff report, copies, public meetings

Will a consultant be retained to assist in completing grant products? Yes No

The City plans to use the following consultants for the project

Project Manager & Planning Consultant	David Kinney Community Development Consultant Mr. Kinney has served as Mill City's planning consultant since 2000.
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Engineering Services / Capital Facilities Planning	John Ashley, PE, City Engineer for Mill City Ashley Engineering, Inc.
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Riparian / Environmental Consultant	The City will look to the North Santiam Watershed Council to lead the riparian study. The City/NSWC will retain an environmental consultant to complete the riparian study and draft protection measures.
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Product Request Summary

Product	Grant Request	Local Contribution	Total Budget
1 – Plan Update	\$	\$	\$
2 – Public Facilities Plan	\$	\$	\$
3 – Riparian Inventory & Protection Measures	\$	\$	\$
4	\$	\$	\$
5	\$	\$	\$
6	\$	\$	\$
7	\$	\$	\$
8	\$	\$	\$
TOTAL	\$ _____	\$ _____	\$ _____

Submit your application with all supplemental information to:

Larry French, Grants Administrative Specialist

E-mail Microsoft Word files of the application and separate narrative (preferred) to:

larry.french@state.or.us

or

Mail a hard copy and CD of Microsoft Word files of the application and narrative to:

Larry French
Department of Land Conservation and Development
635 Capitol Street N.E., Suite 150
Salem, OR 97301

Phone: 503-373-0050 extension 283

Fax: 503-378-5518

APPLICATION DEADLINE: Friday, October 4, 2013