

I. Call to Order

A regular session of the Gresham Planning Commission was called to order by Vice-Chair Anderson on the 27th of July 2020, at 6:33 PM online via Zoom. The meeting was digitally recorded and minutes prepared by Jennifer McGinnis.

COMMISSIONERS PRESENT: Richard Anderson, Vice-Chair
Mike Bennett
Jef Kaiser
Phil Wich
Sue Ruonala
Laura Pramuk

COMMISSIONERS ABSENT: Paul Drechsler, Chair

STAFF PRESENT: Mary Phillips, Senior Comprehensive Planner
Josh Williams, Senior Design Planner
Katherine Kelly, Planning & Implementation Manager
David Berniker, Urban Design & Planning Director
Jennifer McGinnis, Planning Technician II
Amanda Lunsford, Administrative Analyst
Kevin McConnell, Senior City Attorney
Jim Wheeler, Development Planning Manager

COUNCIL LIAISONS PRESENT: Councilor Hinton

COUNCIL LIAISONS ABSENT: Councilor Widmark

II. Development Code and Process Updates Phase One (DCPU) Hearing: CPA 20-084

Mary Phillips gave a general overview of Phase One of the DCPU project, including:

- Purpose of the project
- History, process, and public participation
- Proposed updates to Volumes 2 and 3 of the Community Development Plan, and
- Compliance with the Gresham Comprehensive Plan, Metro and the State

Mary explained that since the materials were sent out, two scrivener's errors have been pointed out to Staff. One is a partially incorrect reference and the other is a lone parenthesis that isn't needed. These will be fixed in the draft for the hearing before Council.

Mary also went over changes since the draft code was presented to the Planning Commission at the June 8, 2020 meeting, which included two minor edits. One change was to include the Confederated Tribes & Bands of the Yakama Nation on the list of parties required to be notified by property owners when an inadvertent archeological discovery is made. There was an additional comment on the Historic Resources section of the draft code at the June meeting regarding renaming a local landmark. Mary explained that this change has not been included in Phase One as more public process and review before the Historic Resources Subcommittee is recommended to occur prior to any action being taken to rename the resource. Mary further explained that the only other section that has been updated since the Planning Commission's review of the draft code is Section 7.0100, the Corridor Design District. These updates consisted of several image captions being renumbered for clarity.

Staff has found that the proposed amendments are in line with the City's Comprehensive Plan, the Metro Urban Growth Management Functional Plan, and the Statewide Planning Goals.

Staff then addressed the public comments received from Carol Rulla regarding the DCPU project. In her comments, Ms. Rulla expressed support for the proposed code amendments. In particular, she supports the proposed amendments to the early neighborhood notification process. In addition, she expressed appreciation to the Commission for advocating to Council to allow live public comments during the meetings as well as their support of other non-code considerations for ENN notification procedures.

Mary then went over next steps, which include the City Council hearing on September 1 and Enactment Reading on October 6, with an effective date of November 5. Staff recommended adoption of Phase One of the DCPU project, CPA 20-084.

Vice-Chair Anderson asked if Staff thought the travel lane width of local streets in the Civic neighborhood, which was reduced from 11 ft to 9ft in the draft code, was adequate.

Mary responded that this width is how the standards were originally adopted. She explained that when a previous City-wide update went through, these streets were inadvertently widened. This update will just restore the streets to the width that was required prior to that project.

Public Testimony

Carol Rulla: 5162 SE 28th Dr, Gresham, OR 97080

Ms. Rulla thanked the Commissioners for their support in advocating to City Council to allow oral public comment. She expressed support for the proposed code changes and stated that she appreciates all of Staff's work to reorganize and add clarity with this code change and that the review of ENN notification was included in the first phase of this project. She stated that she commends Staff's work with the Neighborhood Coalition. In addition, she expressed

appreciation of the Commission's support of non-code improvements such as the improved ENN meeting signage. She stated that even though they couldn't get larger signs, staff is working with the Coalition to make sure there is increased signage along frontages and busy streets. She also stated that she wanted to highlight that the Coalition worked with Staff to create an ENN meeting guide to help participants better understand what to expect and Staff is providing those to applicants. This guide can be found on the City's website.

In response to the comments provided by Ms. Rulla, Commissioner Ruonala stated that she had questions about the signs. She stated that as she recalled, she had made a motion at a previous meeting to support larger signs and that this motion was unanimous, but there was an issue with cost and space to store them. She stated that when the Planning Commission members went to look at the Bella Vista apartment project, it was hard to identify the affected properties even though the Commissioners know what they are looking for because the signs were so small. She stated that she is very concerned and feels this has been an issue for at least the past 15 years. She stated that she thinks they are passing up an opportunity and a need by not implementing this.

Vice-Chair Anderson asked if the cost of increasing the signage size was quantified. Mary responded that it is not a part of the DCPU project, but Jim Wheeler could address this question. Jim Wheeler stated that he doesn't have this information in front of him, but they did look at cost and what other jurisdictions use. Commissioner Ruonala stated that it sounds like an agreement was made between the Neighborhood Associations and staff that there would be more signs posted in better locations, but she does not think this is adequate and wants to revisit the topic. She asked if it was completely off the table or if it could be discussed further in Phase 2 of DCPU. Jim Wheeler responded that he would need to go back and look at what is possible, but it can be discussed in Phase 2. Commissioner Anderson added that other jurisdictions including Seattle and Vancouver, BC use larger signs that sometimes even include a graphic.

Commissioner Kaiser stated that he has other comments on ENN guidance and asked if they should they wait until after the hearing process to discuss it further. He stated that he would like Carol to be available for that discussion. Vice-Chair Anderson agreed that they should continue with the hearing process and asked if any other Commissioners had questions regarding the project.

Commissioner Bennett asked when the draft Section 7.001 was going to be finalized. Mary responded that the changes to Section 7.0100 are included as part of this update and that the only changes since June are a couple updates to the numbering of graphics.

Commissioner Wich asked about the section of the Design Guidelines that includes specifics about landscaping, type of trees, size of trees, etc. He asked who will be making the decisions as to whether they can be grouped as opposed to single trees, what type of species can be used, etc. He asked if all this information was going to be in the code or if there will be someone to inspect or give their opinion prior to the decision. Mary responded that there are clear and

objective standards in the Standards section that explain the required caliper and spacing of trees. She explained that if an applicant decides to go the discretionary route, they will need to provide a plan from a landscape architect. This plan will most likely be reviewed by the Design Commission, or staff if it is a Type II application.

Commissioner Pramuk stated that she wanted to touch on the issue of signage for the early neighborhood meetings. She said that not only have they talked about larger signs, but they also talked about using fluorescent colored signs. She asked if anyone has looked into this. Jim Wheeler responded that they didn't check on availability of fluorescent colors because they were more focused on the size. Commissioner Pramuk responded that the Commission wanted to look into everything in general – visibility, sizing, and color – that would make it easier for people to see the sign. She stated that she would appreciate for the Commission and Staff to keep working on the issue and improve it little by little. Jim Wheeler responded that staff would take this into consideration.

Commissioner Anderson asked if any other Commissioners had remaining comments or questions. As there were none, Mary gave the recommendation to Planning Commission that they recommend adoption of City application CPA 20-084. Commissioner Ruonala made a motion to recommend adoption of the proposed code amendments. The motion was unanimous.

Commissioner Ruonala moved to recommend approval of the proposed Comprehensive Plan amendment 20-084 to the City Council based on the findings, conclusions, and recommendations contained in the July 15, 2020 Staff Report. The motion was seconded by Commissioner Wich. The motion passed 6:0 as follows:

Commissioner Anderson:	Yes	Commissioner Kaiser:	Yes
Commissioner Bennett:	Yes	Commissioner Pramuk:	Yes
Commissioner Ruonala:	Yes	Commissioner Wich:	Yes

IV. Other Business/Adjournment

June 8, 2020 Planning Commission minutes

Commissioner Kaiser expressed appreciation of the substantial minutes because they captured all of the points that were made during the meeting. Commissioner Ruonala stated that she wanted to make a couple points of clarification and she will e-mail these changes to staff. With these changes made, the Commission moved to approve the minutes.

ENN Signage and Process

Commissioner Kaiser stated that he thinks the ENN guidelines are excellent. He asked if the applicant is required to send the minutes from their ENN meeting to staff.

Jim Wheeler replied that the applicant is required to submit the minutes to the Neighborhood Association. When the applicant submits a development application packet, the minutes are part of that packet. Commissioner Kaiser then asked if the user-friendly guidelines would be helped

by mentioning this so that the neighborhood knows that when something is brought up at the ENN, it does get back to Staff. He stated that he wants to make sure that the people who benefit from reading the guidelines know that the minutes are passed on to staff and the Neighborhood Association.

Commissioner Anderson stated that he would like more information about the costs of larger signs, since what may seem like a large increase may not actually be significantly more expensive. City Attorney Kevin McConnell stated that if the Commissioners feel that their voice is not being heard, they can make a motion to direct Staff to put the issue of signage on a future meeting agenda. Commissioner Ruonala stated that she agrees and she thought that is what they did last time so that is why she is bringing it forward again. She stated that she feels very strongly about it as everyone is talking a lot about transparency these days. In addition, she stated that House Bill 2001 is coming up and it will be even more important for the public to see those signs.

Ruonala made a motion to put this issue on a future meeting agenda. Commissioner Wich seconded the motion to at least discuss it. He stated that the City asks the public to be involved in this process, and if the public cannot see what is happening in their neighborhoods, we are doing them a disservice. He would like it to be a topic at a future meeting. Staff member Amanda Lunsford stated that the topic will be added to the next available work session.

Open Planning Commission Positions

Commissioner Ruonala asked whether any interviews had been conducted for the two open positions on the Planning Commission. UDP Director David Berniker responded that no one has been interviewed yet. OGM is looking at the list of applicants and will be doing interviews soon, but nothing has moved forward yet. He stated that he will send out an e-mail this week regarding this. Councilor Hinton stated that Council is currently assessing the pool of applicants. Because of the recent appointment to City Council, they have an additional new pool of around 16 or 17 applicants. Council will be working off the previous and new pool list and will be conducting interviews sometime the third week of August.

The meeting adjourned at 7:18 p.m.

Chairperson

Recording Assistant

Date

Date