

URBAN AREA PLANNING COMMISSION

MEETING MINUTES

January 13, 2016 – 6:00 P.M.

Council Chambers

1. ROLL CALL:

The Urban Area Planning Commission met in regular session on the above date with Chair Gerard Fitzgerald presiding. Commissioners Lois MacMillan, Loree Arthur, David Kellenbeck, Dan McVay, and Robert Wiegand were present. Vice Chair Jim Coulter and Commissioner Blair McIntire were absent. Also present and representing the City was Parks & Community Development (hereafter: PCD) Director Lora Glover. City Council Liaison Rick Riker was present as well.

2. ITEMS FROM THE PUBLIC: None

3. CONSENT AGENDA:

a. MINUTES: December 9, 2015

b. FINDINGS OF FACT:

- i. 15-20100017 & 15-40200003 – McKenna Rogue River Development Comprehensive Plan Amendment, Zone Map Amendment, and Major Site Plan Review
- ii. 15-40500001 – Element 10 (Public Facilities) Comprehensive Plan Amendment
- iii. 15-40200002 – City of Grants Pass 2015 Map Amendments

MOTION/VOTE

Commissioner MacMillan moved and Commissioner Kellenbeck seconded the motion to approve the minutes from December 9, 2015 as submitted. The vote resulted as follows:

“AYES”: Chair Fitzgerald and Vice Chair Coulter and Commissioners MacMillan, Kellenbeck, McIntire, and McVay. **“NAYS”:** None. **Abstain:** Commissioners Arthur and Weigand. **Absent:** Vice Chair Jim Coulter and Commissioner Blair McIntire.

The motion passed.

4. PUBLIC HEARINGS:

**a. 15-40500004 – Development Code Text Amendment
Historic District Design Guidelines, Article 13 - Special Purpose
Districts**

Chair Fitzgerald stated, at this time I will open the public hearing to consider Application 15-40500004 – Development Code Text Amendment Historic District Design Guidelines, Article 13 – Special Purpose Districts. Is there anyone present who wishes to challenge the authority of the Commission to consider this matter? In this hearing the decision of the Commission will be based upon specific criteria. All testimony and evidence must be directed toward those criteria. The criteria which apply in this case are noted in the staff report. The hearing will now proceed with a report from staff.

- Proposing to add Historic Design Guidelines to Article 13 for Historic Review. Proposed text amendment would cover guidelines for exterior improvements including direction for color, signage, lighting, roofing and building materials. It will also cover guidelines for new construction within the Historic District.
- Proposed guidelines will streamline the review process. Exterior improvements will be handled in a similar manner to existing building permit processes. Once submitted, improvements will be reviewed at the administrative level by staff. New construction will be reviewed at a Director level with a comment period.
- Guidelines will be drafted by the HBSC, Historic Buildings and Sites Commission, and will provide a consistent standard that will apply to all landmarks within City limits and all buildings within the Historic District.
- With the existing process any proposed improvement and new construction project is put before the HBSC, which only meets once a month, the proposed process will improve timeframes for any project that meets the design guidelines put in place by the HBSC.
- No changes will be made for the processes put in place for improvements and construction that fall outside of the design guidelines or the demolition of a historic landmark or demolition of a building within the Historic District.
- Proposed guidelines will improve timeframes for citizens requesting approval for improvements falling within the guidelines and provide consistency and flexibility for owners.

- In the case of an appeal to a Director's discussion the appeal would be taken directly to City Council.
- The question of why sandblasting was not allowed was raised; it was explained that it was to preserve the integrity of the historic brick.

MOTION/VOTE

Commissioner Kellenbeck moved and Commissioner MacMillan seconded the motion to recommend the City Councilors to approve the Development Code Text Amendment Historic District Design Guidelines. The vote resulted as follows: "AYES": Chair Fitzgerald and Commissioners MacMillan, Kellenbeck, Arthur, and McVay. "NAYS": None. Abstain: Commissioner Weigand. Absent: Vice Chair Jim Coulter and Commissioner Blaire McIntire.

The motion passed.

b. 15-40300001 – Parks and Community Development Department Annexation May 2016 Staff Report

- The UAPC will not be providing any recommendation on this matter, however the City is using this meeting as a forum to provide opportunities for additional public comments before the matter is brought to City Council.
- A public notice was mailed out informing the public that a Council Meeting would be held concerning the Annexation as well as informing the public of the UAPC meeting. There was also a notice placed with the newspaper. The notice included four areas, 18 tax lots, and just less than 80 acres.
- Annexation is a type 4-A procedure that typically goes only to Council with the decision being based on sections 5.02 and 5.03 in the Development Code.
- Exhibit 4.1 was added to the record showing consent for Annexation was given by Mervin Spaulding for the five properties in area one.
- The proposal is based on a potential plan to form an Urban Renewal District. The proposed Annexation will allow additional industrial properties to be included in the benefits of the Urban Renewal District.
- In order to meet the deadlines for the May ballot all decisions will need to be made by Council on February 3, 2016.

- Additional information has come in with landowners giving consent or not giving consent for Annexation. At the time of this meeting it will be recommended that Area One will be included, Area Two will be revised and then included, and Areas Three and Four will be excluded.
- Recommended to have Council place this measure on the May 7th ballot.

5. ITEMS FROM STAFF:

- Lora will give an update of the Strategic Planning Meeting on the next meeting to be held on January 27, 2016.

6. ITEMS FROM COMMISSIONERS:

- Commissioner Arthur would like to invite Council Member Lovelace to attend again in the future.
- Commissioner MacMillan recommended have Council reestablish a community leadership program to foster community involvement and support of public officials.

7. ADJOURNMENT:

Chair Fitzgerald adjourned the meeting at 6:51 P.M.



Gerard Fitzgerald, Chair
Urban Area Planning Commission



Date

These minutes were prepared by Carlie Paulsen, Administration Department, City of Grants Pass.