

**URBAN AREA PLANNING COMMISSION
MEETING MINUTES
October 12, 2016 – 6:00 P.M.
Council Chambers**

1. ROLL CALL:

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

2. ITEMS FROM THE PUBLIC: None.

3. CONSENT AGENDA:

- a. **MINUTES: September 14, 2016** **Pg. 1-8**
- b. **FINDINGS OF FACT:**
 - I. **104-00102 ~ Blackberry Lane Subdivision Tentative Plan**
Findings of Fact **Pg. 9-34**
 - II. **104-00103 ~ Summerfield North Subdivision Tentative Plan**
Findings of Fact **Pg. 35-56**
 - III. **201-00130 ~ Casacde Self Storage – Major Site Plan**
Discretionary Review Findings of Fact **Pg. 57-76**

MOTION/VOTE

Commissioner Kellenbeck moved and Commissioner Weigand seconded the motion to approve the consent agenda from September 14, 2016 as corrected. The vote resulted as follows: “AYES”: Commissioners McVay, Arthur, MacMillan, McIntire, Wiegand, and Kellenbeck. “NAYS”: None. Abstain: None. Absent: Chair Fitzgerald and Vice Chair Coulter.

The motion passed.

Chair Fitzgerald joined the meeting.

4. PUBLIC HEARINGS:

None.

5. OTHER ITEMS/STAFF DISCUSSION:

a. Serial Meetings – Discussion

- Lora explained to the commission that there was a recent court case in which city councilors has discussed matters via email. The discussion was daisy chained until they came up with a majority decision. City staff would like to remind all of the committees/commissions to be aware of public meeting law and to please be careful to not unintentionally make a quorum outside of the designated meetings.

b. Goal Setting – Discussion

- Lora let the commission know that they will need to have their goals in by the end of November. Lora let the commissioners know that there will be a meeting in November and to please send suggestions for her to prepare for the packet for discussion.
- The commission discussed the email commissioner Coulter sent regarding the desire to review articles 25 and 27 in regards to traffic and access to parking. He had been concerned that there are situations where everything meets the code requirement but not necessarily the real needs. (Hawthorne for Gilbert, Winco area with the opening of Starbucks and Panda Express) Lora let the commission know that she had a conversation with their traffic consultant and he said the percentile that is being used for queuing may not be adequate for some projects.

c. Landscape Amendment

- Jim Love with the Urban Tree Committee has requested the commission look into a parking lot tree canopy amendment. Urban Tree would like to increase the size of the parking lot diamonds to provide more structural soil area for the trees and made reference to the Home Depot and Fred Meyer trees not surviving well. Urban tree

would also like to institute a better canopy/shade program. UAPC put together a residential amendment a few years ago and now Urban Tree would like the commission to move forward on a commercial amendment. Lora let the commission know that with their direction staff can start putting an amendment together and bring it back to you for review.

- The commission would like to have input from the developers on the trees to see if there might be some reasons that aren't being considered as to why they're stunted. Lora let the commission know that it would be in part to the fact that the parking islands are too small/narrow and not having adequate structural soils. There is not currently language in the code regarding this. This would be an opportunity to have language to group the trees to provide more shade as well. The Urban Tree committee has laid it out very well on what can be done and why. The City does not have an urban forester on staff to make sure that the trees are being taken care of; however the City might be able to use Jeff Nelson for that purpose or might need to contract the work out. There is good merit to their request and good recommendations.
- If the commission is interested staff can start drafting something and getting recommendations from local landscapers.
- The commission brought up that one recommendation was to increase the number of compact car spaces; they would like some statistics to support that need.
- There was a comment about small parking spaces in Medford (Trader Joe's) and not wanting to follow a similar trend here in Grants Pass.
- There was a discussion about smaller parking spaces possibly causing a problem. They would like to be careful to accommodate both larger vehicles and smaller and to have parking lots accommodate the turning radius for larger vehicles.
- Lora let the commission know that staff can get people we typically work with in to talk to them about parking. (Justin, Ausland)
- The commission had a discussion about the ingress over by Winco. The drive through line right off the ingress and exit. They want to

know if that build was okayed by the City. Lora let the commission know that at the time that did meet the standards. This was one of the locations they were talking about that make them think there is a need to make changes to the current standards.

- Commissioner Macmillan asked if the city has any authority to ask them to change the layout. Lora said that they can make a recommendation but can't force them to change it. She will try to communicate with them and hopefully they can work with the City.
- The commission asked if there was a backup plan at Allcare if there isn't enough parking. They have plans for a parking structure for Allcare, however they are having issues with employee parking at Gilbert.
- The commission asked if there have been any comments made since the changes to trees in residential areas were made. Lora let them know that it is still early in this stage and will be hard to tell. The new subdivisions are just starting up that will be affected by the changes.
- Commissioner Arthur asked about the meeting on the 30th. Lora let the commission know that date is being held in case it is needed but if it is not needed it will just be cancelled.
- Lora would like to wrap up goal setting on November 9th. Please turn in suggestions by November 9th to allow us to go over them.
- The commission and City staff agreed to get input on November 9th about landscape and move on a draft from there.
- The commission also requested to get input from the developers on how to solve issues at next meeting.
- Lora let the commission know that next Tuesday there will be a discussion on fee in lieu of development agreement from 3-5pm in Council Chambers. She will look into potentially adding this discussion to talk about parking lots. Council wanted to have a fee in lieu of program instead of a DDA for the builders and developers in the area. This already scheduled discussion will give her an opportunity to talk to the local developers on this subject at the same time. Some of the local landscapers as well.

- The commission had a discussion on some of the information provided by the tree committee.

6. ITEMS FROM COMMISSIONERS:

- None.

7. ADJOURNMENT:

Chair Fitzgerald adjourned the meeting at 6:37 P.M.

Next Meeting: October 26, 2016 – Cancelled

November 9, 2016

Gerard Fitzgerald, Chair
Urban Area Planning Commission

Date

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