



PLANNING COMMISSION

Tuesday, August 9, 2022, at 7:00 PM

DRAFT MINUTES

Members Present: Chair Dan Cary
Vice Chair Russ Hubbard
Commissioner Steve Toschi
Commissioner Jennifer Pugsley
Commissioner Audrey Webster
Commissioner Russ Low

Members Absent: Commissioner Sheila Semling

Staff Present: City Planner Jacob Graichen
Associate Planner Jennifer Dimsho
Community Development Admin Assistant Christina Sullivan
Councilor Patrick Birkle

Others: Brendan Hart

CALL TO ORDER & FLAG SALUTE

TOPICS FROM THE FLOOR (Not on Public Hearing Agenda): Limited to five minutes per topic

There were no topics from the floor.

CONSENT AGENDA

A. Planning Commission Minutes Dated July 12, 2022

Motion: Upon Vice Chair Hubbard's motion and Commissioner Toschi's second, the Planning Commission unanimously approved the Draft Minutes as amended dated July 12, 2022. Commissioner Webster was absent from this meeting, so she abstained. [AYES: Vice Chair Hubbard, Commissioner Toschi, Commissioner Low, Commissioner Pugsley; NAYS: None]

DISCUSSION ITEMS

B. Architectural Design Guidelines Review for 230 Strand Street (Columbia County Courthouse Annex)

Associate Planner Dimsho presented the memo to the Commission. She said the County was proposing to replace a door with an automated sliding door, a floor to ceiling window with a new door for their mailroom access and then install a United States Postal Service box in-between both of those doors. These would be on the backside of the building. She mentioned the Historic District identifies this building as a noncontributing structure. She said the two doors are being placed to replace a nonfunctioning door and window. She said the mailbox would be painted to match the façade of the building.

Commissioner Webster mentioned this door would create an easier access for those who need handicap accessible entrances.

Motion: Upon Commissioner Webster's motion and Commissioner Pugsley's second, the Planning Commission unanimously recommended approval of the changes to 230 Strand Street. [AYES: Vice Chair Hubbard, Commissioner Webster, Commissioner Toschi, Commissioner Low, Commissioner Pugsley; NAYS: None]

C. Order and Conduct of Public Hearing

Dimsho shared the Order and Conduct Public Hearing document that shows the public how we conduct public hearings. She suggested a change to the document to impose a five minute per person time limit for those who are giving testimony that are not the Applicant.

She said this would help keep testimony on track and relevant to the public hearing topics and would help prevent meetings from extending into late hours of the evening.

Commissioner Pugsley commented that this would be a fair way to keep meetings shorter and give the Commission time to deliberate appropriately to make a fair decision based on the relevant criteria and code.

There was a small discussion on how to manage the five-minute time limit.

Dimsho mentioned the time limit could be extended if the testimony was relevant to the topic at hand. She said the Chair had the ability to allow the person to continue speaking after assessing the validity of the testimony. She also mentioned this time limit would be consistent with the City Council practice as well.

Chair Cary asked if they should be giving the public an explanation of what to give testimony on and that it is pertinent to the substantive criteria. Dimsho said this is already mentioned in the script that is read before the public hearing. Councilor Birkle commented that this could be the first time for the person to come and express and they may not understand the relevance but limiting helps them gather their testimony.

The Commission agreed to the suggested time limit as presented.

D. Planning Commission Start Time

Dimsho mentioned now that the meetings are hybrid and people can attend virtually, moving the meeting to an earlier timeframe would still allow people to attend if they have a commute outside of the County. She asked the Commission how they would feel about a meeting start time of 6 p.m.

Chair Cary asked if 6 p.m. was a normal time for public meetings. Dimsho said she did not look at other communities, but was willing to do some case studies if the Commission wanted her to. She did mention when they set the public hearings, they do connect with the applicant and try to give them a time that works with their schedule. She also said the applicants know about a month in advance of the public hearing, which allow them to make accommodations.

She did mention this new start time would not take place until January when the new public meetings list was put out by the City Recorder.

The Commission agreed to a new start time of 6 p.m. beginning January 2023. Councilor Birkle agreed to mention this discussion to the City Council at the next meeting.

E. Oregon's Measure 109 related to Psilocybin and land use implications

City Planner Graichen presented the report to the Commission. He mentioned that the Oregon Health Authority planned to implement licensing for the ability to build/use structures for the manufacturing of and the service centers for use of psilocybin as of January 23, 2023.

He said Measure 109 was adopted and approved in 2020 and it allowed for two years for the Health Authority to develop license processes.

He said the manufacturing would be growing and processing. He said the State law says does not allow outdoor manufacturing and that it will be very much like other types of manufacturing businesses now.

He said the service centers will be where individuals will be able to obtain and use the product. He said this law allows the City to outright ban manufacturing or service centers or enact a two-year ban if approved by a voter referendum. He said the City Council passed a resolution to have the voters decide on whether to delay the allowance of the psilocybin land uses for two years or not. He said they hope to have some time to develop some model code and to see how the service centers operate.

He said they have a generalized model for this because in 2015, they were dealing with marijuana retail. He mentioned the marijuana retailers had to be 1,000 feet from schools and have 2,000 feet between each operation. He said the provisions set forth currently for the service centers already have very similar provisions as the marijuana retailers. He said the service centers could not be in residential areas and could not develop within 1,000 feet of a school. He said if they did impose time, place, and manner rules over these centers, they would not be allowed to impose more than 1,000 feet in-between centers.

There was a small discussion on where the service centers might be located and operate.

Commissioner Toschi raised a concern that the public may not know exactly what all this referendum may entail. He thought it would be pertinent to give the public an explanation on what it entails. Chair Cary and Graichen mentioned the City and its entities could not endorse one way or the other. Chair Cary also felt it was not the Planning Commissions duty to give feedback to the public on these types of matters.

There was a discussion on the adopted resolution, Resolution No. 1961, from the City Council which places the decision in the hands of the voters on whether to place a moratorium for two years on these facilities.

PLANNING DIRECTOR DECISIONS (previously e-mailed to the Commission)

There were no Planning Director Decisions

PLANNING DEPARTMENT ACTIVITY REPORT

Q. Planning Department Activity Report – July

There was no discussion on the Activity Report.

PROACTIVE ITEMS

There were no Proactive Items discussed.

FOR YOUR INFORMATION ITEMS

Commissioner Webster asked if staff was working on any code changes for the City to be paid for Street Vacations. Graichen said the statute is silent on the fee. He said they would have to be consistent if they decided to start doing these charges. He said this would be a question for the Council to advise staff.

There was a small discussion on if the question of charging a fee for a vacation of land should be considered as a proactive item to do more research on and how to calculate the value of land.

Graichen said there was a decision made by staff for the Port of Columbia County property that they have been working with the State on their Shovel-Ready Program. Graichen also said this was the last major project to be submitted at the end of Spring and he was finally able to process the land use permit, ending the Spring workload "pile up."

ADJOURNMENT

There being no further business before the Planning Commission, the meeting was adjourned 8:32 p.m.

Respectfully submitted,

*Christina Sullivan
Community Development Administrative Assistant*