

City of Shady Cove Planning Commission Agenda

Shady Cove Council Chamber

22451 HIGHWAY 62

Thursday, April 14, 2011

6:30 p.m.

I. Call to Order

- A. Roll call.
- B. Announcements by Presiding Officer.

- 1. This meeting is being digitally recorded.
- 2. The Planning Commission will hold a Public Hearing April 28 at 6:30 p.m. in the City Council Chamber.

II. Public Comment

The public may comment on agenda and non-agenda items at this time. Comment will be limited to 3 minutes per individual or 5 minutes if representing a group or organization. If you represent a group, please identify the group and any members of that group who are present.

III. Consent Calendar

- A. Minutes of February 10, 2011 Planning Commission Meeting

IV. Presentation

- A. Department of Environmental Quality and Oregon Department of Fish and Wildlife on Riparian Corridor.

V. Applications Received (for information purposes only) (pg 4)

- A. 31 James Place – New Single Family Dwelling
- B. 22292 Hwy 62 – Repair Tree Damaged House
- C. 104 Cedar St – Repair Tree Damaged House

VI. Old Business

- A. Planning Secretary (pg 5)

VII. New Business

VIII. Commissioner Comments

IX. Adjournment

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Planning Department at (541) 878-2225. Notification 72 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to the meeting (28 CFR 35.102-35.104 ADA Title II).

City of Shady Cove Planning Commission Meeting Minutes

Thursday, February 10, 2011
6:30 p.m.

Call to Order

The Chair called the Planning Commission meeting to order at 6:30 p.m.

Present: Chair Elder
Commissioner Barrett
Commissioner Mayer

Absent: Commissioner Davis
Commissioner Gala

Staff: City Administrator, Danise Brakeman
Public Works Director, George Bostic
Deputy City Recorder, Debby Jermain
Flood Plain Manager, Lois DeBenedetti

Chair Elder read the announcements and added Item B. under new business, appointment of a planning secretary.

Public Comment

Leith Hayes and John Ward, Conservation Chair for Rogue Flyfishers commented on the Floodplain map adoption process.

Consent Calendar

Consent Calendar included minutes of January 13, 2011 meeting.

Motion to approve the consent Calendar:

Motion: Commissioner Mayer. Second: Commissioner Barrett
All ayes. Motion passes 3-0

Unfinished Business

A. Zoning Amendments update. The City Administrator recommended delaying the Type chart change in the zoning ordinance until all the other changes can be made at the same time. The timeframe for making all the corrections could be about three months. Until that time, the Commissioners will be notified when an application is turned in and will be able to look it over.

New Business

A. Discussion of Floodplain Ordinance Adoption Process. Lois DeBenedetti Introduced herself and provided the Commission with information on the Planning Commission's role in the Floodplain map and ordinance adoption process.

B. Appointment of Planning Secretary. The City Administrator discussed appointing a Planning Secretary (volunteer position). The Commission requested this item be added to a future agenda after it is determined if the Deputy City Recorder is the Planning Secretary or if a job description needs to be developed.

Commissioners Comment

Commissioner Mayer received confirmation that City Hall would be closed on February 21, 2011. Commissioner Barrett requested and received information regarding criteria for building once the floodplain maps are adopted.

Adjournment

Chair Elder adjourned the Study Session at 7:38 p.m.

Approved:

Attest:

Erin Elder
Chair

Debby Jermain
Deputy City Recorder

Council Vote:

Chair Elder _____
Commissioner Barrett _____
Commissioner Mayer _____

MEMORANDUM

To: Shady Cove Planning Commission
From: Lois De Benedetti
Date: April 14, 2011
Subject: Update of planning/ building activities

Applications Received

1. 31 James Place Floodplain Development Permit Application. Type II, Notice to Adjacent property owners and affected agencies, comments from adjacent property owners indicate that this should be heard by the Planning Commission, Scheduled Planning Commission Public Hearing for April 28, 2011.
2. 22292 Application for building permit to repair damaged house, requires substantial damage review. (Type I)
3. 104 Cedar St. building permit repair tree damage (Type I)

Applications approved

1. 60 and 70 Maple – request for Property Line Adjustment - Type 1 Application approved
2. 60 Braughton Way, plumbing permit Barnes Plumbing install Natural Gas Line to existing 1942 home, advised plumber in 500 year floodplain install accordingly
3. Several Electrical permits storm damage to power source

Denial

1. 330 Park St. No final approval, because bedroom created in garage/shop.

Applications Withdrawn

1. 21911 Highway 62- Request for Mobile Vendor – Type 1, outright permitted use in the G-C District, subject to site plan review, per §154.081 (D) (6) Mobile food vendors with property owner consent.

Inquiries

1. 33 James Place- met contractor on site, proposal to build new RV garage
2. 6900 Rogue River Dr, site visit, fence in floodway, and new garage location



Planning Commission Agenda Item Summary City of Shady Cove, Oregon

Meeting Date: April 14, 2011

Prepared By: Danise Brakeman

City Admin. Approval: DB

Issue/Agenda Title:
Planning Secretary

Issue Before the Commission:

Shall the City Administrator limit her attendance to the Commission meetings to an as-needed basis

Key Facts/Information Summary:

During the February 10, 2011 Commission meeting the City Administrator proposed the Commission designate a Planning Secretary to assist with the Commission's administrative needs. Further research showed the job description of the Deputy City Recorder is that of the Planning Secretary as well.

Therefore, the City Administrator designates, as per job description, the Planning Secretary to handle the administrative needs of the Commission. In addition, the City Administrator is requesting the support of the Commission to allow the City Administrator's attendance at the Commission meetings to be on an as-needed basis. As needed may be at the discretion of the Planner, the City Administrator, the Council, or by invitation of the Planning Commission.

Currently, the City Administrator attends all Regular, Special, Executive, and Study Sessions of the Council, in addition to Planning Commission and Budget Committee meetings.

Fiscal Notes:

None

Staff Recommendation:

Staff recommends the Commission approve the request for support. The request will be brought before the Council at a future meeting.

Proposed Action/Motion:

"I MOVE TO SUPPORT THE CITY ADMINISTRATOR'S REQUEST TO LIMIT HER ATTENDANCE AT THE PLANNING COMMISSION MEETINGS TO AN AS-NEEDED BASIS."