



**CITY OF ADAIR VILLAGE
PLANNING COMMISSION AGENDA**

City Hall: 6030 William R. Carr Avenue – Adair Village, Oregon

Tuesday February 19, 2019– 6:00 PM

1. ROLL CALL and PLEDGE TO THE FLAG:

2. PRIOR MINUTES:

- a) January 22, 2019 PC Minutes (Attachment A) Pat Hare
Action: Approve

3. PUBLIC COMMENT: (Please limit comments to 3 minutes)

4. OLD BUSINESS:

- a) Staff Report (Attachment B) Pat Hare
Action: Discussion

5. NEW BUSINESS:

- a) Introduce New Member (Barb Lower) Pat Hare
Action: Discussion
- b) Review the Process for Cornelius App (Development Code) Pat Hare/Pat Depa
Action: Discussion
- c) Review SCS Site Plan (Attachment C, C-1)
Action: Discussion

6. ADJOURNMENT: Next meeting – Tuesday March 5, 2019 @ 6:00 PM

The Community Center is accessible to person with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 72 hours before the meeting by calling City Offices at 541-745-5507 or e-mail "kedmaiston@adairvillage.org", or Oregon Relay Services by dialing 7-1-1. The City of Adair Village is an Equal Opportunity Employer. The order in which items on the Agenda are addressed by Planning Commission may vary from the order shown on the Agenda.

PLANNING COMMISSION MINUTES-Draft

6030 NE William R. Carr Avenue

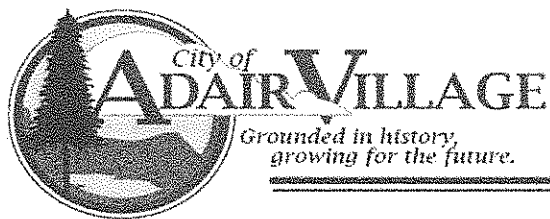
****Tuesday, January 22, 2019 – 6:00 PM****

Agenda Item	Action
<p>1. Roll Call: Members present: Commissioners Vogt, Longmire and Chairman Officer were present. Patrick Depa, Planner, was present. CA (City Administrator) Pat Hare was present. Utility Clerk Kathy Edmaiston recorded the meeting.</p>	<p>Chairman Officer called the meeting to order at 6:00 PM and led the flag salute.</p>
<p>2. Prior Minutes: (Agenda Item 2a). <ul style="list-style-type: none"> • June 18, 2018 PC Minutes (Attachment A). </p>	<p>Commissioner Vogt moved to approve the June 18, 2018 Minutes. Chair Officer seconded. Unanimous Approval (3-0).</p>
<p>3. Public Comment: None</p>	
<p>4. Introduce New Members (Agenda Item 5a). CA Hare introduced new Planning Commission member Michael Longmire and new Planner Patrick Depa.</p>	
<p>5. Attachment C – Transportation System Plan TSP (Agenda Item 5b). Laurel Byer from Benton County and Dock Rosenthal of DKS Associates presented the commission with information regarding the TSP, including what it is, why it is needed and how it is used.</p>	
<p>6. Attachment B - City Administrator Report (Agenda Item 4a). CA Hare presented the report.</p> <p>Administration</p> <ul style="list-style-type: none"> • PLA – CA Hare is in the middle of approving a zero lot line petition for 234 and 236 Azalea Drive. <p>Major Projects/Engineering</p> <ul style="list-style-type: none"> • Tim Cornelius – He is hoping to resubmit his application in the next few months. • Wastewater/Leachate – The City Council has approved an update to our wastewater facilities plan to look at a plant that can be built and expanded on. • AVIS (Adair Village Industrial Site) – DEQ has been engaged and they have agreed to let Office Max, Georgia Pacific and the City move forward in a voluntary cleanup. • Santiam Christian Property – Developers are interested in building a few hundred homes. • Barracks – The rough plumbing and electrical are almost complete. • Calloway Creek – Builder Chad Davis has pulled eight permits and construction has begun on the first few homes. • Block Building – The block building has interest from a manufacturing company that makes cleaning supplies. 	<p>The Commission received the report.</p>

<p>Future Projects/Planning</p> <ul style="list-style-type: none"> • Downtown • Parks Areas • Federal Parks Lands 	
<p>8. Changing Planning Commission Meeting Days (No Agenda Item). The Commission discussed moving the monthly meeting to the third Tuesday of each month.</p>	
<p>7. Commissioner Comments: Chair Officer – None. Commissioner Vogt – None. Commissioner Longmire – None.</p>	
<p>10. Adjournment: Next meeting- Tuesday, February 19, 2019 at 6:00 PM.</p>	<p>Chair Officer adjourned the meeting at 7:45 PM.</p>

Chair's Approval

Date



CITY ADMINISTRATOR'S REPORT February 19, 2019 PC Meeting

Administration

- **Alyrica High Speed Fiber** – Alyrica is proposing running fiber throughout the entire town. They are willing to put the infrastructure in the old section if they can get in the new development. This should give citizens some choice and hopefully faster internet.
- **Utility Billing Software** – We are working with Caselle a utility billing Software Company to change from QuickBooks and ABS. We are currently using two programs this will integrate both and allow for direct deposit.

Major Projects/Planning

- **William R. Carr Subdivision** – I talked with Brian Donne the owner and developer of the property and they are going to begin on the first couple of units this year.
- **Wastewater/Leachate** – The City is going to have to seek funding sources and raise SDC fees to accommodate a new wastewater facility. Civil West and I will be going to Salem to look into funding opportunities.
- **AVIS (Adair Village Industrial Site)** – We are just waiting on DEQ to give us the green light to start cleaning the sight.
- **Barracks** – The rough electrical and plumbing are complete we are getting insulation and sheetrock installed over the next couple of weeks.
- **Calloway Creek** – They are moving on to phase two for excavation, and they continue to build on the first six lots. The model home is expected to be complete over the next few months.
- **Block Building** – AGAE technologies met with me this week and they are eager to get going.

Future Projects/Planning

- Downtown
- Parks Areas
- Federal Parks Lands

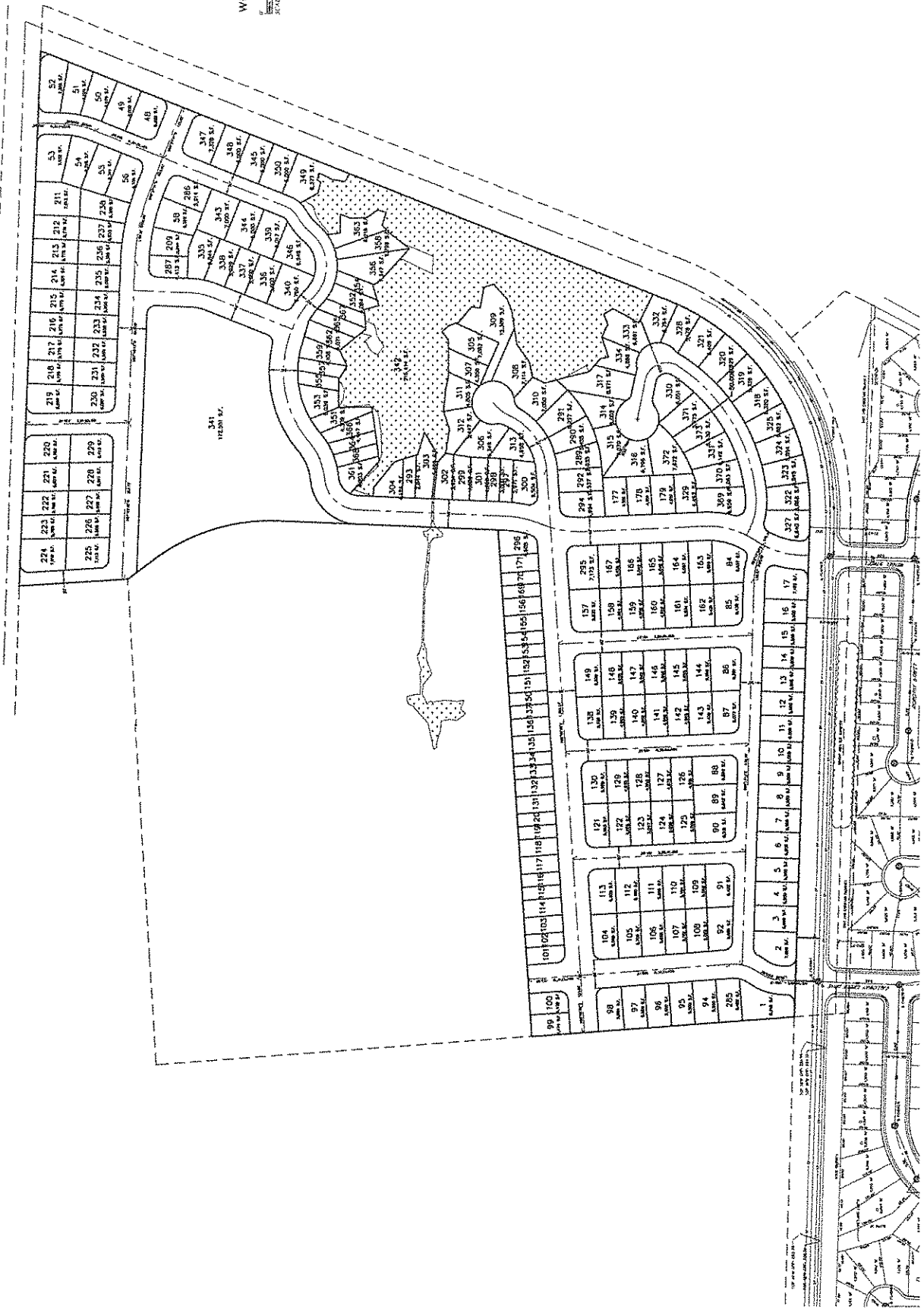
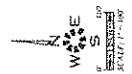
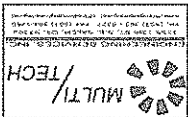
Design: M.D.S.
 Drawn: C.A.S.
 Project: M.D.S.
 Date: 12/17/2023
 Scale: AS SHOWN
 As-Built:

ALL DIMENSIONS, NOTATIONS, AND SPECIFICATIONS TO BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE INTERNATIONAL BUILDING CODES AND THE INTERNATIONAL RESIDENTIAL CODES.

CONTRACTOR SHALL VERIFY ALL DIMENSIONS AND NOTATIONS ON THIS PLAN BEFORE BEGINNING CONSTRUCTION.

ADAIR VILLAGE SUBDIVISION

LOT LAYOUT



ALL DIMENSIONS, NOTATIONS, AND SPECIFICATIONS TO BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE INTERNATIONAL BUILDING CODES AND THE INTERNATIONAL RESIDENTIAL CODES.



MEMORANDUM

DATE: February 7, 2019
TO: Pat Hare, City Manager
FROM: Patrick Depa, City Planner
RE: Adair Village Subdivision Review Comments

I reviewed the submitted preliminary plans labeled Adair Village Subdivision by Multi/Tech Engineering services to be located at the southwest corner of Arnold and Ryals Roads. Below are my comments:

General:

1. The lot numbers associated with each lot will need to be in sequential order to allow us to better address the issues connected along various areas of their proposed development.
2. The developer should label the streets with preliminary names to assist in linking our comments more directly to specific areas of the development.
3. It would be helpful to lay a version of the plan over an aerial photo, which would let us see how their proposal intersects and aligns with adjacent properties and uses.
4. The wetlands require two access points for residents to be able to walk through. Construct some sort of boardwalk through there to where it becomes an amenity.

Layout:

1. Some of the lots dip below 3,000 S.F in size around the wetlands, which are too small. We need to know what style or housing types are going in at certain areas and on certain lots so that we can make better recommendations. Either way those lots need to be larger.
2. The depths and shape of some of the lots around the wetlands are not desirable for single-family detached homes as some of the lots are less than 80' deep. This may be a better area to do zero lot line duplexes or attached ranches.
3. The jagged and non-conventional lot layout around the wetlands could be an issue with decking, swing sets or sheds because residents may not know where their lot starts and ends.
4. We do not want flag lots with easements like shown on lots 305, 307 & 309 at the end of the cul-de-sac.

5. What are the plans for lot #341? A preliminary layout and description of what is planned in this area will be part of this review and approval.
6. IDEA: If this area is to be an apartment complex as previously mentioned, you should consider relocating it between the area at the southeast corner of the site where Ryals bends and the wetlands. It would have better access for the tenants and visitors who would not have to go through a single-family neighborhood to get to high-density residential area. Multi-family developments are traditionally on the outside of single-family development not the opposite as you are proposing.
7. Lots 88, 89 & 90 should be turned back to front the streets similar to the rest of the lots on that block. The larger lot areas would be better suited to add on to the lots that back up to Ryals Road.

Road Issues:

1. The southern doglegged cul-de-sac needs redesigning and/or shortened. I suggest turning those two cul-de-sacs adjacent to the wetland into three.
2. The proposed road up at the top right or NE side of the development is too close to the Ryals and Arnold Road intersection.
3. The 30' half street up at the NW corner of the development should be made into a 50' street and the two other streets along Arnold should be consolidated to align with the north/south road from Ryals Road.
4. Lots cannot back out onto Arnold Road; they must be on an internal street.
5. Main entrances off Ryals Road should be a boulevard to create a separate ingress and egress from Ryals to reduce congestion during peak travel times. This size development should have gateway designs at the entrances to all access points to the development.
6. All ingress and egress from Ryals Road should have an acceleration and deceleration lane due to travel speeds and site lines.
7. I recommend that Lot #1 be removed, as it will be disrupt circulation at the entrance even if the entrance is not a boulevard. My suggestion is to create a hardscaped area with development signage or wayfinding to the multi-tenant phase. We do not want vehicles entering at this intersection to get to the possible future apartment complex.

Other:

1. Covenants must be placed on the development so that the fencing is uniform throughout the exterior of the subdivision and especially along Ryals and Arnold Roads.
2. Wayfinding preparation should be discussed for the apartment complex if it is to remain located at the interior of the development.