

**Rivergrove Planning Commission Minutes
December 3, 2018**

CALL TO ORDER AND ROLL CALL The meeting was called to order at River Grove Elementary School library at 7:02 p.m.

Present: Chair Andrew Dausman and Commissioners Jeff Williams and Walt Williams were present. City Recorder Leanne Moll declared a quorum. Mayor Heather Kibbey and City Planner Matt Straite were also present.

CONSENT AGENDA

1. Minutes from the November 5, 2018 meeting.

Motion: Commissioner J. Williams **moved** to approve the Minutes from the November 5, 2018 meeting as presented. **Seconded** by Commissioner W. Williams. The motion **passed 2-0**. Commissioner Dausman abstained.

Mayor Kibbey swore in Kellen Russell, who then joined the Commissioners' table.

Walt Williams left the Commissioners' table and did not return for the rest of the meeting.

Mayor Kibbey also left the meeting.

Chair Dausman announced that he would be stepping down from the Planning Commission after the adjournment of the meeting.

UNFINISHED BUSINESS

None.

NEW BUSINESS

1. Tentative map extension for Chapman Estates 2 submitted by Hayward, Uskoski & Associates.

City Planner Matt Straite explained that the tentative plan for the partition was approved on September 8, 2018, with a six-month time period for submitting the final plat. The property owner requested an additional six-month time extension that would move the final plat submittal deadline from March 8, 2018 to September 8, 2019.

RLDO Section 6.170 authorizes the Planning Commission, upon written request, to grant a six-month time extension based on a written finding that the facts relied on to grant the initial approval have not significantly changed and that no other development approval will be affected. The owner has indicated that no significant changes have occurred in the surrounding area, and that they will likely be able to record the final plat prior to the 6-month expiration date, but are requesting this extension just in case.

Mr. Straite explained that staff recommends the Planning Commission extend the proposed deadline to September 8, 2019.

Motion: Commissioner Dausman **moved** to **extend** the tentative map deadline for Chapman Estates 2 to September 8, 2019. **Seconded** by Commissioner Russell. **Motion passed 3-0.**

2. Completeness review for an accessory building at 5465 Childs Road, submitted by Toby and Shelly LaVigne.

Matt Straite presented the completeness review memorandum, explaining to the Commission that staff recommends this application be a Type II notice because the surrounding property owners may want to weigh in on the proposed development. The proposed accessory structure is a large building and will have a significant roof height that is noticeable to the neighbors. A Type II review allows the neighbors the chance to comment on the plans.

Mr. Straite explained that the property is not in the flood zone, the site has adequate utilities, the use is permitted in the residential zone, and the site plan and elevations were adequate for the Planning Commission's review. There are no proposed tree removals. In addition, the applicant provided a required narrative to supplement the received application materials.

Mr. Straite reminded the Commissioners that for a completeness review, the Commission is not attempting to judge or analyze the application. Instead, the Commissioners are only trying to ascertain if the application is complete and can move forward.

Commissioners Dausman and J. Williams agreed with staff that a Type II notice is appropriate in this situation.

Motion: Commissioner Dausman **moved** to deem the accessory structure complete pending the submission of mailing labels and to schedule a Type II review for Monday, January 7, 2019. **Seconded** by Commissioner J. Williams. **Motion passed 3-0.**

3. Discuss development permit process and application review timeline.

Mr. Straite noted that Rivergrove is the only City that has a two-step process for development permit applications that he has seen in the four states in which he has served as a planner. He believes this process was a holdout from the era when the City did not have a contracted staff planner. Mr. Straite thinks that it is not necessary because City Staff and the City Planner can receive applications and make determinations regarding noticing applications without the input of the Planning Commission.

Mr. Straite continued to explain that he was not proposing to change the code, but suggested that a completeness review and a hearing may be held during the same meeting with the items listed separately on the agenda.

Commissioner Dausman asked if the type of hearing would be predetermined by City staff instead of being determined by the Planning Commission. He continued to share his concerns regarding the legal authority to deem a hearing type. Mr. Straite pointed him to the RLDO 4.010: Procedures for Processing Development permits and Article 8 for hearings that clearly define hearing and notice requirements.

Commissioner Dausman also praised the idea because it would reduce the burden and costs for applicants. He explained that the City Manager/ City Recorder can continue to work with the contract city planner to figure out the details. He explained that the worst-case scenario would be that an applicant would be asked to continue a hearing until proper notice could be given.

Commissioner Dausman also noted that dock completeness reviews have a precedent for being held on the same meeting as the hearing.

PUBLIC COMMENT ON NON-AGENDA ITEMS

None.

CORRESPONDENCE & REPORTS

None.

COMMISSIONERS' REPORTS

Commissioner Dausman explained that although he voted in favor of the duplex, he was opposed to City Council overturning the Planning Commission's decision. He shared his hope that whoever leads the Planning Commission next has a productive relationship with City Council. Rivergrove is a small community and there are not many residents. Chair Dausman explained that during his tenure, even when City volunteers have disagreed, they could disagree in healthy and productive ways and the work stood for itself. Anyone could say that "I participated in this process" and feel good about it. Chair Dausman hopes that that spirit lives on in his absence.

J. Williams commended Commissioner Dausman and noted that he would be missed.

ADJOURNMENT

Motion: A motion to adjourn was made by Commissioner Russell.

Seconded by: Commissioner Dausman.

Motion passed 3-0.

The meeting was adjourned at 7:30 p.m.

Respectfully submitted,

Leanne Moll, City Manager/ City Recorder