PLANNING COMMISSION MEETING
Thursday, February 16th, 2017 7:00 PM

City Council Chambers, 1001 Bridge Street, Vernonia OR 97064

REGULAR MEETING

AGENDA

Position #1 - (Exp.2020) – Jeff Walton **Position #2 -** (Exp. 2017) - VACANT **Position #3 –** (Exp. 2021) – Brad Zichterman
Position #4 – (Exp. 2018) – Erika Paleck **Position #5 –** (Exp. 2018) – Grant Williams **Position #6 –** (Exp. 2019) – VACANT
Position #7 – (Exp. 2019) – Jeff Goodman

1. **Call to Order: Erika Paleck, Planning Commission Chair**

2. **Approval or Additions to Agenda**

3. **Topics from the Floor**

4. **Consent Agenda**
   A. Planning Commission Meeting Minutes for January 19, 2017

5. **Unfinished Business**

6. **New Business**
   A. Notice of Proposed Changes to Land Use and Development Code Title 9-08: Habitation and Parking of Travel Trailers

7. **City Planner's Report**
   A. Introduction of City Planner Matt Straite and Carole Connell

8. **Commissioners Reports**

9. **Chairperson Report**

10. **Correspondence**

Adjournment

AMERICANS WITH DISABILITIES ACT NOTICE

Please contact the City Recorder, Vernonia City Hall, 1001 Bridge Street, Vernonia, OR 97064 (Phone No. 503-429-5291) at least 48 hours prior to the scheduled meeting time if you need an accommodation. TCC users please call Oregon Telecommunications Relay Service at 1-800-735-2900.

PLANNING COMMISSION MEETING
Thursday, January 19th, 2017 7:00 PM

City Council Chambers, 1001 Bridge Street, Vernonia OR 97064

REGULAR MEETING

MINUTES

Position #1 - (Exp.2020) – Jeff Walton **Position #2 -** (Exp. 2017) - VACANT **Position #3 –** (Exp. 2021) – Brad Zichterman
Position #4 – (Exp. 2018) – Erika Paleck **Position #5 –** (Exp. 2018) – Grant Williams **Position #6 –** (Exp. 2019) – VACANT
Position #7 – (Exp. 2019) – Jeff Goodman

In Attendance: Commission Chair Paleck, Commissioner Williams, Commissioner Goodman, Commissioner Zichterman, and Commissioner Walton
Staff in Attendance: GIS Analyst Fousek and City Recorder Borst

Call to Order: Erika Paleck, Planning Commission Chair
Chair Paleck called the meeting to order at 7:01 PM.

Approval or Additions to Agenda
Commissioner Williams made a motion to approve the agenda as written. The motion was seconded by Commissioner Goodman, motion carried.

Topics from the Floor

Consent Agenda

A. Planning Commission Minutes from January 05, 2017

Commissioner Goodman made a motion to approve the agenda as written. The motion was seconded by Commissioner Walton, motion carried.

Unfinished Business

New Business

A. Vernonia Memorial Cemetery Replat Tentative Plan Review

GIS Analyst Fousek presented the tentative plat plan to the Commission. He added that City Staff is working in conjunction with the Cemetery Committee on plans to construct a niche wall. This part of the project will move forward once the cemetery house is sold.

Commissioner Williams asked for clarification on what the plot sizes currently are and what they will be. Mr. Fousek stated that the lots are currently casket size and they will be replotted into 252 three-foot square urn plots.

Commissioner Walton inquired as to how many burials there are every year. Mr. Fousek stated that on average over the last 10 years, he would estimate there to be 10-15 a year. He added that urn gardens are in high demand and they add value to the cemetery.

Commissioner Williams inquired as to whether or not we could expand the cemetery. Mr. Fousek stated that we could, but doesn't foresee us needing more space.

Chair Paleck asked if anyone had complained about the plan to replat. Mr. Fousek stated that he has only heard positive reviews. Mr. Fousek then explained some of the design details of the Urn Garden and Niche Wall. He stated that once the Urn Garden is complete, the City will be advertising the plats.

Commissioner Goodman made a motion to approve the Vernonia Memorial Cemetery Preliminary replat as stated in the staff report. The motion was seconded by Commissioner Williams, motion carried.

City Planner's Report
The Planning Commission would like to have a work session with Mr. Fousek on February 16th to review the Planning Department resources.

Commissioners Reports
City Recorder Borst updated the Planning Commission on the Nickerson Loop house dig out as requested at the last meeting. She stated that Code Enforcement is aware of the hazard and is going thru the appropriate process to notify owners.

The planning Commissioners would like an update on what plan, if any, there is to mitigate the Bear Creek back up problem. City Recorder Borst will get an answer for the Commissioners.

Commissioner Williams made a motion to have a work session on February 16th with a presentation by Mr. Fousek. The motion was seconded by Commissioner Zichterman, motion carried.

Chairperson Report

Correspondence

Adjournment
Commissioner Williams made a motion to adjourn the meeting. The motion was seconded by Commissioner Walton, motion carried. Meeting adjourned at 8:22 PM.

DLCD FORM 1

NOTICE OF A PROPOSED CHANGE TO A COMPREHENSIVE PLAN OR LAND USE REGULATION

FOR DLCD USE

File No.:

Received:

Local governments are required to send notice of a proposed change to a comprehensive plan or land use regulation **at least 35 days before the first evidentiary hearing**. (*See* OAR 660-018-0020 for a post-acknowledgment plan amendment and OAR 660-025-0080 for a periodic review task). The rules require that the notice include a completed copy of this form.

Jurisdiction: **City of Vernonia**

Local file no.: **PA17-01 RV Habitation Standards**

Please check the type of change that best describes the proposal:

☐ **Urban growth boundary (UGB) amendment** including more than 50 acres, by a city with a population greater than 2,500 within the UGB

☐ **UGB amendment** over 100 acres by a metropolitan service district

☐ **Urban reserve designation,** or amendment including over 50 acres, by a city with a population greater than 2,500 within the UGB

☐ **Periodic review task** – Task no.:

☒ **Any other change** to a comp plan or land use regulation (*e.g.*, a post-acknowledgement plan amendment)

Local contact person (name and title): Stephanie Borst
Phone: 503-429-5291 x105 E-mail: sborst@vernonia-or.gov

Street address: 1001 Bridge Street City: Vernonia Zip: 97064-

Briefly summarize the proposal in plain language. Please identify all chapters of the plan or code proposed for amendment (maximum 500 characters):

Amendments to Land Use and Development Code Title9-08 in Order to Clarifying Application Requirements to Habitate an RV

Date of first evidentiary hearing: 03/16/2017
Date of final hearing: 04/03/2017

☐ This is a revision to a previously submitted notice. Date of previous submittal:

Check all that apply:

☐ Comprehensive Plan text amendment(s)

☐ Comprehensive Plan map amendment(s) – Change from to
Change from to

☒ New or amended land use regulation

☐ Zoning map amendment(s) – Change from to
Change from to

☐ An exception to a statewide planning goal is proposed – goal(s) subject to exception:

☐ Acres affected by map amendment:

Location of property, if applicable (site address and T, R, Sec., TL):

List affected state or federal agencies, local governments and special districts:

NOTICE OF A PROPOSED CHANGE – SUBMITTAL INSTRUCTIONS

1. Except under certain circumstances,[1] proposed amendments must be submitted to DLCD's Salem office at least 35 days before the first evidentiary hearing on the proposal. The 35 days begins the day of the postmark if mailed, or, if submitted by means other than US Postal Service, on the day DLCD receives the proposal in its Salem office. **DLCD will not confirm receipt of a Notice of a Proposed Change unless requested.**

2. A Notice of a Proposed Change must be submitted by a local government (city, county, or metropolitan service district). DLCD will not accept a Notice of a Proposed Change submitted by an individual or private firm or organization.

3. **Hard-copy submittal:** When submitting a Notice of a Proposed Change on paper, via the US Postal Service or hand-delivery, print a completed copy of this Form 1 on light green paper if available. Submit **one copy** of the proposed change, including this form and other required materials to:

Attention: Plan Amendment Specialist
Dept. of Land Conservation and Development
635 Capitol Street NE, Suite 150
Salem, OR 97301-2540

This form is available here:
http://www.oregon.gov/LCD/forms.shtml

4. **Electronic submittals** of up to 20MB may be sent via e-mail. Address e-mails to plan.amendments@state.or.us with the subject line "Notice of Proposed Amendment."

Submittals may also be uploaded to DLCD's FTP site at http://www.oregon.gov/LCD/Pages/papa_submittal.aspx.

E-mails with attachments that exceed 20MB will not be received, and therefore FTP must be used for these electronic submittals. **The FTP site must be used for all .zip files** regardless of size. The maximum file size for uploading via FTP is 150MB.

Include this Form 1 as the first pages of a combined file or as a separate file.

5. **File format:** When submitting a Notice of a Proposed Change via e-mail or FTP, or on a digital disc, attach all materials in one of the following formats: Adobe .pdf (preferred); Microsoft Office (for example, Word .doc or docx or Excel .xls or xlsx); or ESRI .mxd, .gdb, or .mpk. For other file formats, please contact the plan amendment specialist at 503-934-0017 or plan.amendments@state.or.us.

6. **Text:** Submittal of a Notice of a Proposed Change for a comprehensive plan or land use regulation text amendment must include the text of the amendment and any other information necessary to advise DLCD of the effect of the proposal. "Text" means the specific language proposed to be amended, added to, or deleted from the currently acknowledged plan or land use regulation. A general description of the proposal is not adequate. The notice may be deemed incomplete without this documentation.

7. **Staff report:** Attach any staff report on the proposed change or information that describes when the staff report will be available and how a copy may be obtained.

8. **Local hearing notice:** Attach the notice or a draft of the notice required under ORS 197.763 regarding a quasi-judicial land use hearing, if applicable.

9. **Maps:** Submittal of a proposed map amendment must include a map of the affected area showing existing and proposed plan and zone designations. A paper map must be legible if printed on 8½" x 11" paper. Include text regarding background, justification for the change, and the application if there was one accepted by the local government. A map by itself is not a complete notice.

10. **Goal exceptions:** Submittal of proposed amendments that involve a goal exception must include the proposed language of the exception.

[1] 660-018-0022 provides:
(1) When a local government determines that no goals, commission rules, or land use statutes apply to a particular proposed change, the notice of a proposed change is not required [a notice of adoption is still required, however]; and
(2) If a local government determines that emergency circumstances beyond the control of the local government require expedited review such that the local government cannot submit the proposed change consistent with the 35-day deadline, the local government may submit the proposed change to the department as soon as practicable. The submittal must include a description of the emergency circumstances.

If you have any questions or would like assistance, please contact your DLCD regional representative or the DLCD Salem office at 503-934-0017 or e-mail plan.amendments@state.or.us.

Notice checklist. Include all that apply:

- ☒ Completed Form 1
- ☒ The text of the amendment (e.g., plan or code text changes, exception findings, justification for change)
- ☐ Any staff report on the proposed change or information that describes when the staff report will be available and how a copy may be obtained
- ☒ A map of the affected area showing existing and proposed plan and zone designations
- ☐ A copy of the notice or a draft of the notice regarding a quasi-judicial land use hearing, if applicable
- ☐ Any other information necessary to advise DLCD of the effect of the proposal

Exhibit A - File # PA17-01

9-08 Habitation and Parking of Travel Trailers

9-08.01 Introductory Provisions

9-08.01-10 Definitions

As used in this chapter the following words and phrases shall mean:

A. "Camper" means a structure designed to be mounted upon a motor vehicle and to provide facilities for human habitation or camping purposes.

B. "Recreational Vehicle" or "Travel Trailer" means a vehicle, self-propelled or not, and including motor homes and campers, which is designed to be driven, pulled or otherwise used on a highway and which has facilities or space which can be used for human habitation or for conducting business.

C. "Utility Trailer" means a non-motorized vehicle designed to carry persons, property, animals, waste, materials, or any other items on its own structure and to be drawn by another motor vehicle which is not designed for habitation or recreational purposes.

9-08.02 Regulation of Use

9-08.02-10 Occupancy of a Recreational Vehicle

A. A recreational vehicle may be occupied as a dwelling if it is located in a city- licensed recreational vehicle park.

B. A recreational vehicle may be occupied as a dwelling if it is located in a manufactured dwelling park or a mobile home park and if it is lawfully connected to water, sewage disposal and electrical supply systems. (ORS197.493)

9-08.02-20 Temporary Use of Travel Trailer as a Dwelling or Business

Temporarily inhabiting a travel trailer, camper or utility trailer as a dwelling, except where otherwise approved is prohibited. ~~or~~ The use of ~~using~~ a travel trailer to conduct business within the City of Vernonia is prohibited unless the occupant first obtains a permit from the City. The occupant of the travel trailer and property owner shall make application for the permit to the City Recorder and pay an application fee based on the City Fee Schedule ~~for either a residential or business use~~. A public hearing is not required, ~~but~~ final approval ~~must be~~ is obtained from the ~~City Council~~ City Recorder.

Exemptions. Temporarily using a RV for occasional use ~~such as~~ for cooking, storage, and play ~~and work purposes typically occurring~~ during daytime hours and not normally involving overnight accommodations does not require a city permit.

9-08.02-30 (Use Permit Application)

The application shall be in writing and shall ~~set forth the proposed location of the travel trailer, the provisions for sanitary facilities if necessary, the period of time for which the permit is sought, and the reason for which application is being made to use a travel trailer instead of a more permanent structure.~~
Include the following information:

1. The proposed location of the travel trailer with site plan. Note: In issuance of the permit you are giving City Staff permission to enter the property to verify the site plan. This will be scheduled with the property owner.
2. The period of time for which the permit is sought (6 month maximum)
3. The reason for which application is being made to use a travel trailer instead of a more permanent structure.
4. Provisions for sanitary facilities.
5. Proof of current title, registration, and insurance per Oregon law.

Restrictions. Applicants/Travel Trailers must also meet the following requirements to be considered:

1. The travel trailer must not be in disrepair and must be easily moved.
2. The property at which the trailer will be located must not be in the flood way.
3. The property at which the trailer will be located must not have any current code violations.
4. The trailer must be removed from the property until a permit is obtained.
5. The property owner or applicant must be present when the permit is reviewed for approval/denial.
6. Location of the travel trailer must be within a safe distance from any permanent structure as per current Oregon State Fire Marshall recommendation and meet City of Vernonia setbacks as outlined in Title-9 Land Use and Development.
7. Neighbors will be notified of the application and given 10 days to comment on application.

9-08.02-40 (~~City Council~~ Staff Approval]

~~The City Council~~ City Staff ~~may~~ will consider information provided in the application ~~and from any other source.~~ If ~~the Council~~ Staff is satisfied that the use of the travel trailer is not likely to become a public nuisance or be dangerous to public health or safety, ~~it~~ they may grant the application. ~~If a time limit is established by the City Council, the applicant may subsequently request City Council approval for an extension of time to use the RV as a dwelling or a business.~~ In addition, any such permit issued may be revoked on twenty- four (24) hours' notice if the building official or Code Enforcement officer, after inspecting the travel trailer, determine that it is ~~lacking in proper sanitary facilities, or is~~ a danger to public health and safety, or is a public nuisance because of its condition, location or use.

9-08.03 (Restrictions for Parking an RV, Camper or Boat on a Public Street or Alley)

No person shall park or leave standing any recreational vehicle, utility trailer, or camper upon any public street or highway at any time within city limits, except as authorized by this section.

A. **Exemptions.** This section shall not apply to any person who is ~~actually~~ engaged in frequenting a business, loading or unloading a recreational vehicle, utility trailer, or camper or is ~~actually~~ engaged in making emergency repairs. ~~thereto.~~ Further, this section shall not apply to any commercial vehicle making routine pickups or deliveries of goods, wares, ~~and~~ or merchandise from a public street, or delivering materials to be used in the ~~actual and bona fide~~ repair, alteration, remodeling, or construction of any building or structure within the city for which a building permit has previously been obtained.

B. Restrictions.

1. RV parking on a street or alley is prohibited for the principal purpose of displaying the vehicle for sale; repairing or servicing the vehicle, except repairs necessitated by an emergency; displaying advertisement from the vehicle; or selling merchandise from the vehicle, except when authorized in conjunction with a business license.
2. Parking an RV on any city street, right of way~~, an arterial~~ or U.S. Highway 47 is prohibited ~~except in designated parking areas.~~
~~3. Any recreational vehicles, campers or boats parked on or across any portion of a sidewalk is prohibited.~~ (Sidewalks fall under section 2)
4. A wrecked, inoperable or unlicensed recreational vehicle, camper or boat is prohibited on a city street at any time.
~~5. A vehicle, including recreational vehicles or boats parked within 20 feet of an intersection is prohibited.~~ (unnecessary as parking is not allowed on city streets)

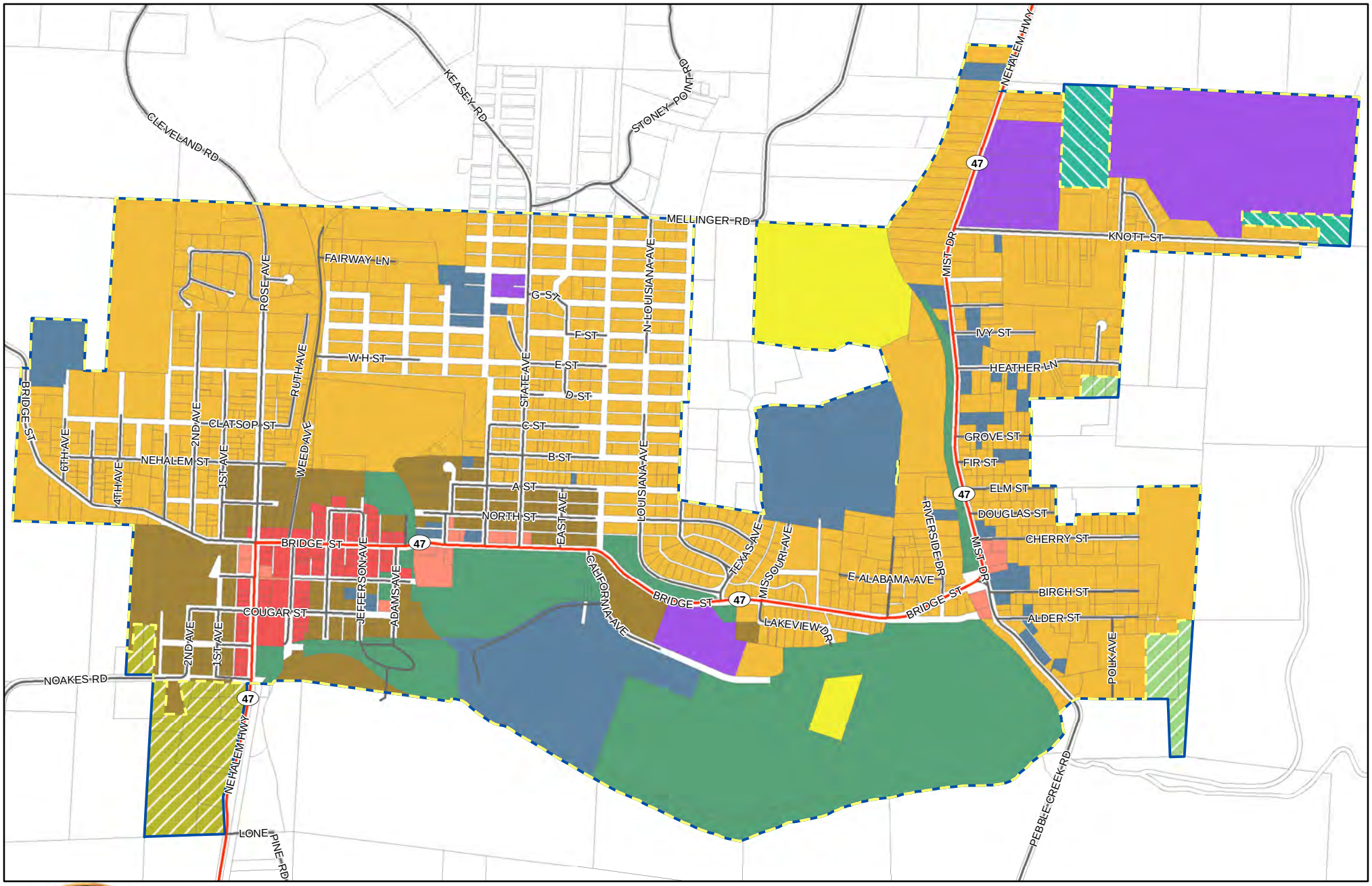
6. Recreational vehicles or boats parked an unauthorized private driveway, or any public driveway is prohibited.

~~7. A RV, boat, trailer, or camper placed on a city street, or public property that has any part thereof suspended by a vehicle jack, or any other unstable device is prohibited.~~

(Parking is not allowed on City Streets) ~~A camper or boat on a city street at any time when mounted on a motor vehicle is prohibited.~~

9-08.03-30 (Violation]

Violation of this chapter or any part thereof shall be punishable ~~upon conviction~~ by a fine of not more than five hundred dollars ($500) per day of violation as well as a $25 administrative fee. For each day there is a violation under this chapter, it shall be considered a separate offense.



Vernonia Boundaries and Zoning

City Limits

Urban Growth Boundary

Vernonia Zoning

- LDR Low Density Residential
- R Residential
- GR General Residential
- GC General Commercial
- DT Downtown
- LI Light Industrial
- IP Institutional Public
- PR Public Recreation
- RR-5 Rural Residential
- FA-80 Forest Agriculture
- PA-80 Primary Agriculture

0 500 1,000 2,000

Feet

City of Vernonia GIS
www.vernoniageographic.org
August 20, 2014