

**PLANNING COMMISSION MEETING**  
**Thursday, APRIL 06<sup>th</sup>, 2017 7:00 PM**  
City Council Chambers, 1001 Bridge Street, Vernonia OR 97064

**REGULAR MEETING**

**AGENDA**

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

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- 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 Minutes from March 16<sup>th</sup>, 2017 ..... Pg. 1-2
- 5. Continuance of Public Hearing of PA17-01 ..... Pg. 3-6**
- 6. Commission Deliberation of PA17-01**
- 7. Commission Motion of Decision**
- 8. Commissioners Reports**
- 9. Chairperson Report**
- 10. Correspondence**
- Adjournment**

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# PLANNING COMMISSION MEETING

Thursday, March 16<sup>th</sup>, 2017 7:00 PM

City Council Chambers, 1001 Bridge Street, Vernonia OR 97064

## REGULAR MEETING

### MINUTES

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Position #1 - (Exp.2020) – Jeff Walton  
Position #4 – (Exp. 2018) – Erika Paleck

Position #2 - (Exp. 2017) - VACANT

Position #3 – (Exp. 2021) – Brad Zichterman

Position #5 – (Exp. 2018) – Grant Williams    Position #6 – (Exp. 2019) – VACANT

Position #7 – (Exp. 2019) – Jeff Goodman

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**In Attendance:** Commissioner Paleck, Commissioner Goodman, Commissioner Walton and Commissioner Zichterman

**Staff In Attendance:** City Administrator Mitchell, City Planner Straite, and City Recorder Borst

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

Commission Chair Paleck called the meeting to order at 7:07 PM.

**Approval or Additions to Agenda**

City Recorder Borst corrected the City Planners name to Matt Straite.

Commissioner Goodman made a motion to approve the agenda with the correction. The motion was seconded by Commissioner Zichterman, motion carried.

**Topics from the Floor**

**Consent Agenda**

A. Planning Commission Minutes from February 16<sup>th</sup>, 2017

Commissioner Zichterman made a motion to approve the meeting minutes as written. The motion was seconded by Commissioner Goodman, motion carried.

B. Planning Commission WS Minutes from February 16<sup>th</sup>, 2017

Commissioner Walton made a motion to approve the work session minutes as written. The motion was seconded by Commissioner Zichterman, motion carried.

**Public Hearing of PA17-01**

**a. Call Hearing to Order**

Commission Chair Paleck called the meeting to order at 7:10 PM.

**b. Order of Hearing**

Commission Chair Paleck read into the record (See file) the order of the hearing.

**c. Exparte**

There is none.

**d. Conflict of Interest**

There is none.

**e. Challenge**

There is none.

**f. Staff Report-City Planner Matt Straite**

City Planner Straite presented the report to the Commissioners. Staff clarified for the commissioners that there is a current application to temporarily inhabit a travel trailer but it is very basic. The new application will be structured according to this ordinance.

The Planning Commissioners and Staff worked through the following items and asked for clarification or made corrections.

- Page 2: 9-08.02-30 B. #2. Change the flood way restriction to the location of the trailer not the property as a whole.

- Page 2: 9-08.02-30 B. #3. Staff clarified for the Commissioners that if the property had a corrective action plan for the code violation they would qualify for a permit to inhabit a travel trailer.
- Page 3: 9-08.02-30 B. #10. Remove the septic tank option as septic tanks are not allowed in city limits. Add a sewer disposal plan requirement.
- Page 3: 9-08.02-30 B. #11. Clarify that staff can grant conditional approval.
- Page 3: 9-08.02-30 D. Administrative Decision: Add “City Planner or designee”.
- Page 3: 9-08.02-30 F. Revocation: Clarified that this would strictly be in the case of public safety.
- Page 3: 9-08.02-30 G. Corrected section reference to 9-01.10-30C
- Page 4: Add utility trailers and boats as not storable on any public street or highway.
- Page 4: Corrected sentence formatting to read “This section shall not apply to any person who is engaged in frequenting a business, is making emergency repairs, or loading or unloading a recreational vehicle, utility trailer, camper, travel trailer or boat.
- Page 5: 9-08.03-30. Corrected the administrative fee to a onetime fee.

**g. Testimony in Favor**

**h. Testimony in Opposition**

**i. Neutral Testimony**

**j. Final Call for Testimony**

**k. Applicant Rebuttal**

**l. Extend the Hearing**

**m. Close the Hearing**

Commission Chair Paleck closed the hearing at 8:25 PM.

**Commission Deliberation of PA17-01**

City Planner Straite requested that the Planning Commissioners wait to make a decision on PA17-01 until April 6<sup>th</sup>.

Commissioner Goodman made a motion to table deliberation of PA17-01 until April 6<sup>th</sup>, 2017. The motion was seconded by Commissioner Walton, motion carried.

**Commission Motion of Decision**

**Commissioners Reports**

**Chairperson Report**

Commission Chair Paleck explained that the Lincoln School property is unsightly to neighbors. City Administrator Mitchell explained that they are within their allowed uses and unless there is a code issue that can be seen from the road, there is little staff can do.

**Correspondence**

**Adjournment**

Commissioner Goodman made a motion to adjourn the meeting. The motion was seconded by Commissioner Zichterman, motion carried. The meeting adjourned at 8:27 PM.

These minutes were approved at the April 6<sup>th</sup>, 2017 Planning Commission Meeting.

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Stephanie Borst, City Recorder

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Erika Paleck, Planning Commission Chair

## **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, for longer than 14 days, except where otherwise approved, is prohibited. The use of 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. A public hearing is not required. Final approval is obtained at the administrative level through a Type II process except as modified by this section.

**Exemptions.** Temporary use of a camper, recreational vehicle or travel trailer, for occasional use for cooking, storage, and play during daytime hours and not normally involving overnight accommodations does not require a city permit.

**9-08.02-30 (Temporary Use Permit Procedure)**

- a. Application Requirements. The application shall be in writing and shall include the following information:
1. The proposed location of the travel trailer with a site plan showing full dimensions. 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 if needed.
  2. The period of time for which the permit is sought (six (6) month maximum) and justification for that specific time period.
  3. The reason for which the application is being made to use a travel trailer instead of a more permanent structure.
  4. Provisions for sanitary and water connections.
  5. Proof of current title, registration, and insurance per Oregon law.
  6. The property owner or applicant must be present when the permit is submitted.
  7. A narrative of how the criterion in the following section are met.
- b. Criterion. A Temporary Use Permit may be granted only in the event that all of the following standards are met:
1. The travel trailer must not be in disrepair and must be mobile;
  2. The trailer ~~will~~ is not permitted to be located ~~must not be~~ in the flood way;
  3. The property at which the trailer will be located must not have any current Title 3 or Title 9 code violations;
  4. The location of the travel trailer must be within a safe distance from any permanent structure as per current Oregon State Fire Marshall recommendation.
  5. All City of Vernonia structure setbacks as outlined in Title-9 Land Use and Development must be met;
  6. Ingress and egress are safe and adequate;
  7. There is adequate parking for the use;
  8. The use will pose no impediment or hazard to pedestrians in the area;
  9. The use does not adversely impact any neighbors including noise, glare, lighting, odors, vibrations in a manor inconsistent with the primary use of the property;
  10. ~~The camper, recreational vehicle or travel trailer can be adequately served by sewer or septic system and water;~~ State if septic will be pumped or if the trailer will be taken to an approved dumping facility (connections to residential sewer cleanouts is not permitted).
  11. The permit shall not exceed six (6) months unless otherwise permitted by 9-08.02-30.c.

12. Conditions may be imposed in order to assure these criterion are met.

- c. Residence Building Time Limit Exception. A time period beyond six (6) months may be requested when a camper, recreational vehicle or travel trailer is intended to be used as temporary housing during construction of a permanent residential dwelling. When a residential building time limit exception is approved, the Temporary Use Permit shall be valid as long as an active building permit is on file with the City of Vernonia Building Department. Building permits may include structure or grading permits.
- d. Administrative Decision. The City Planner or their designee will consider information provided in the application. If the City Planner or their designee is satisfied that the use of the camper, recreational vehicle or travel trailer meets all applicable criterion they may grant the application stating clearly in the notice of decision the specific duration of the permit.
- e. Notice of Decision. A notice of decision shall be provided pursuant to section 9-01-30.E.3 of this Ordinance.
- f. Revocation. The permit issued may be revoked on twenty- four (24) hours' notice if the building official or Code Enforcement officer, determines that it is a danger to public health and safety, or is a public nuisance because of its condition, location or use.
- g. Notification. Notification shall be provided pursuant to section 9-01.10-30.C of this Ordinance except that section ~~g~~ of 9-01.10-30.C.3.g shall not apply.
- h. Number of permits. No more than one Temporary Use Permit per year shall be granted per property.
- i. Appeal. An appeal to a staff level administrative decision can be filled with the City Planner to appeal the administrative decision to the Planning Commission pursuant to the appeal rules in Section 9-01.10-30.g of this Ordinance, except that the Planning Commission shall be the final decision.

**9-08.03 (Restrictions for Parking a Recreational Vehicle, Utility Trailer, Camper, Travel Trailer or Boat on a Public Street or Alley)**

No person shall store any recreational vehicle, travel trailer, utility trailer, boat, or camper upon any public street or highway.

- a. Exemptions. This section shall not apply to any person who is engaged in frequenting a business, making emergency repairs, or loading or unloading a recreational vehicle, utility trailer, camper, travel trailer or boat ~~is engaged in making emergency repairs~~. Further, this section shall not apply to any commercial vehicle making routine pickups or deliveries of goods, wares, or

merchandise from a public street, or delivering materials to be used in the 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. Recreational vehicle, utility trailer, camper, travel trailer or boat 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 a recreational vehicle, utility trailer, camper, travel trailer or boat on any city street, right of way or U.S. Highway 47 is prohibited.
3. A wrecked, inoperable or unlicensed recreational vehicle, utility trailer, camper, travel trailer or boat is prohibited on a city street at anytime.
4. Recreational vehicles, utility trailer, camper, travel trailer or boat shall not block any private driveway, or any public driveway including the property owners driveway, as it is a safety hazard.

**9-08.03-30 (Violation)**

Violation of this chapter or any part thereof shall be punishable 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.