

**URBAN AREA PLANNING COMMISSION**

**MEETING MINUTES**

**November 30, 2016 – 6:00 P.M.**

**Council Chambers**

**1. ROLL CALL:**

The Urban Area Planning Commission met in regular session on the above date with Chair Gerard Fitzgerald presiding. Commissioners Loree Arthur, David Kellenbeck, Lois MacMillan, Dan McVay, Blair McIntire, Vice Chair Jim Coulter were present. Commissioner Robert Wiegand was absent. Also present and representing the City was Parks & Community Development Director (hereafter: PCD Director) Lora Glover, Planning Technician Shelly Stichter, Associate Planner Gindlesperger and City Council Liaison Rick Riker.

**2. ITEMS FROM THE PUBLIC: None.**

**3. CONSENT AGENDA:**

**a. MINUTES: October 12, 2016**

**Pg. 1-05**

**b. FINDINGS OF FACT:**

**MOTION/VOTE**

**Commissioner MacMillan moved and Commissioner Kellenbeck seconded the motion to approve the consent agenda from October 12, 2016. The vote resulted as follows:**

**“AYES”:** Commissioners Arthur, Coulter, Fitzgerald, McIntire, and McVay. **“NAYS”:**

**None. Abstain: None. Absent: Wiegand.**

**The motion passed.**

**4. PUBLIC HEARINGS:**

**a. 201-00144-16 - Fimbres Major Variance & Minor Site Plan Review – Staff Report**

**Pg. 6-19**

- Chair Fitzgerald stated, at this time I will open the public hearing to consider Application 201-00144-16: Fimbres Major Variance & Minor Site Plan Review. We will begin the hearing with a staff report followed by a presentation by the applicant, statements by persons in favor of the application, statements by persons in opposition to the application, and an opportunity for additional comments by the applicant and staff. After that has occurred, the public

comment portion will be closed and the matter will be discussed and acted upon by the Commission. Is there anyone present who wishes to challenge the authority of the Commission to consider this matter? Seeing none do any Commissioners wish to abstain from participating in this hearing or declare a potential conflict of interest? Seeing none are there any Commissioners who wish to disclose discussions, contacts, or other ex parte information they have received prior to this meeting regarding this application? Seeing none in this hearing the decision of the Commission will be based on specific criteria which are set forth in the development code. All testimony which applies in this case is noted in the staff report. If you would like a copy of the staff report please let us know and we will try and get you one. It is important to remember if you fail to raise an issue with enough detail to afford the Commission and the parties an opportunity to respond to the issue you'll not be able to appeal to the Land Use Board of Appeals based on that issue. The hearing will now proceed with a report from staff.

- PCD Director Lora Glover introduced Planning Technician, Shelly Stichter and gave the staff report.
- Michael Fimbres, 3725 Winona Road, Grants Pass, OR 97527
- Michael stated the staff report was accurate. House initially was 18" into the 20' sewer easement. They switched to an Adair home for a better fit on the property. He is okay with the conditions required by staff.

#### **MOTION/VOTE**

**Commissioner MacMillan moved and Commissioner McVay seconded the motion to approve 201-00144-16 – Fimbres Major Variance & Minor Site Plan Review. The vote resulted as follows: “AYES”: Chair Fitzgerald and Vice Chair Coulter and Commissioners Arthur, Kellenbeck, and McIntire. “Nays”: None. Abstain: None. Absent: Commissioner Weigand.**

**The motion passed.**

**b. 201-00145-16 – Wellspring Family Practice Major Modification/Discretionary Review** **Pg. 20-27**

- Chair Fitzgerald stated, at this time I will open the public hearing to consider Application 201-00145-16 – Wellspring Family Practice Major

Modification/Discretionary Review. We will begin the hearing with a staff report followed by a presentation by the applicant, statements by persons in favor of the application, statements by persons in opposition to the application, and an opportunity for additional comments by the applicant and staff. After that has occurred, the public comment portion will be closed and the matter will be discussed and acted upon by the Commission. Is there anyone present who wishes to challenge the authority of the Commission to consider this matter? Seeing none do any Commissioners wish to abstain from participating in this hearing or declare a potential conflict of interest? Seeing none are there any Commissioners who wish to disclose discussions, contacts, or other ex parte information they have received prior to this meeting regarding this application? Seeing none in this hearing the decision of the Commission will be based on specific criteria which are set forth in the development code. All testimony which applies in this case is noted in the staff report. If you would like a copy of the staff report please let us know and we will try and get you one. It is important to remember if you fail to raise an issue with enough detail to afford the Commission and the parties an opportunity to respond to the issue you'll not be able to appeal to the Land Use Board of Appeals based on that issue. The hearing will now proceed with a report from staff.

- Justin gave the staff report.
- Justin stated original application was for a 5,300 sf addition to existing medical office. A few areas of that application were deficient on the east elevation. Applicant is therefore seeking discretionary review. Applicant has requirements they need to fulfill along with trying to meet the intent of the commercial design standards.
- Steve Ennis, Architect, 1108 E. Jackson Street, Medford, OR 97504.
- Steve confirmed the Code requires window sills lower than the privacy issues the design requires.

## MOTION/VOTE

Commissioner Kellenbeck moved and Vice Chair Coulter seconded the motion to approve the major modification. The vote resulted as follows: “AYES”: Chair Fitzgerald, Vice Chair Coulter, and Commissioners Arthur, Kellenbeck, MacMillan, McIntire and McVay. “NAYS”: None. Abstain: None. Absent: Commissioner Weigand.

The motion passed.

### c. 201-00142-16 - In-N-Out Burger Major Modification/Discretionary Review Staff Report Pg. 28-36

- Chair Fitzgerald stated, at this time I will open the public hearing to consider Application 201-00142-16 – In-N- Out Burger Major Modification/Discretionary Review. We will begin the hearing with a staff report followed by a presentation by the applicant, statements by persons in favor of the application, statements by persons in opposition to the application, and an opportunity for additional comments by the applicant and staff. After that has occurred, the public comment portion will be closed and the matter will be discussed and acted upon by the Commission. Is there anyone present who wishes to challenge the authority of the Commission to consider this matter? Seeing none do any Commissioners wish to abstain from participating in this hearing or declare a potential conflict of interest? Seeing none are there any Commissioners who wish to disclose discussions, contacts, or other ex parte information they have received prior to this meeting regarding this application? Seeing none in this hearing the decision of the Commission will be based on specific criteria which are set forth in the development code. All testimony which applies in this case is noted in the staff report. If you would like a copy of the staff report please let us know and we will try and get you one. It is important to remember if you fail to raise an issue with enough detail to afford the Commission and the parties an opportunity to respond to the issue you'll not be able to appeal to the Land Use Board of Appeals based on that issue. The hearing will now proceed with a report from staff.
- Justin gave the staff report.
- The applicant is requesting modification to the east elevation by adding architectural elements in-lieu of windows along the east elevation.

- Lora stated the applicant, Jim Lockington, was unable to be present. However, they feel comfortable with the application.

#### **MOTION/VOTE**

**Commissioner MacMillan moved and Commissioner McIntire seconded the motion to accept the major modification. The vote resulted as follows: “AYES”: Chair Fitzgerald, Vice Chair Coulter, and Commissioners Arthur, Kellenbeck, MacMillan, McIntire and McVay. “NAYS”: None. Abstain: None. Absent: Commissioner Weigand.**

**The motion passed.**

#### **4. OTHER ITEMS/STAFF DISCUSSION:**

##### **a. Staff Updates – Discussion**

- Lora stated they will proceed with their goal session. Justin has accepted a position with Jackson County.

#### **5. ITEMS FROM COMMISSIONERS:**

- Commissioner Arthur submitted a list of items for consideration for Strategic Planning Goals. Discussion followed regarding the timing of and submission of the list.
- Commissioner Arthur asked for updated UGB maps when they are available.
- Commissioner MacMillan expressed concern about the traffic concerns at Panda Express. There was discussion about access and cueing issues which is one of their goals for this next year.
- Commissioner MacMillan brought up an issue concerning an application about 6 months ago for multi-family housing. A statement from a citizen against the development said to put all of those that can't afford housing in one area. There was further discussion of housing issues and increased appropriate housing.
- Commissioners discussed urban agriculture.

#### **6. ADJOURNMENT:**

Chair Fitzgerald adjourned the meeting at 7:03

Next Meeting: December 14, 2016



---

Gerard Fitzgerald, Chair  
Urban Area Planning Commission

12/14/2016

Date

These minutes were prepared by Donna Anderson, Administration Department, City of Grants Pass.