



**City of Dallas
Planning Commission
Council Chambers - City Hall
August 11, 2015 - 7:00 p.m.**

MINUTES

1 CALL TO ORDER

2 President Chuck Lerwick called the meeting to order at 7:00 p.m.

3 ROLL CALL

4 Commissioners Present: Chuck Lerwick, Chris Castelli, Carol Kowash, Les Oehler,
5 David Shein, Marc Pazina, and Robert Wilson

6 Staff Present: City Attorney Lane Shetterly, Community Development Director
7 Jason Locke, Planner Suzanne Dufner, and Recording Secretary
8 Margie Pearce.

9 APPROVAL OF MINUTES

10 Minutes were not included in the Agenda Packet; approval was deferred until September
11 meeting.

12 PUBLIC COMMENT

13 President Chuck Lerwick explained the rules for making public comment.

14 There were no public comments.

15 PUBLIC HEARING

16 CUP 15-01 Applicant: Dallas Secure Storage

17 President Lerwick opened the official public hearing for CUP 15-01 at 7:02 p.m. and read the
18 public hearing procedure.

19 STAFF REPORT:

20 Ms. Suzanne Dufner reviewed the staff report for CUP 15-01, the development of a fire access
21 and utilities easement for an industrial use in an RL zone at 1550 SE Ana Ave., Dallas, OR. Staff
22 recommendation was to approve the application with six (6) conditions.

23 APPLICANT PRESENTATION

24 Mr. Monte Wiens, 606 Fern Hill Rd, Monmouth, Oregon (applicant) described his background
25 with the community, the existing fire hydrant and waterlines on the Dallas Secure Storage
26 property, and the benefits to the Ana Ave. community the easement would provide. He stated
27 that he planned on selling the Ana Ave. property if and when the application was approved and
28 the new owners were in agreement with all the conditions.

29 PERSONS SPEAKING FOR OR AGAINST

30 Mr. Randy Stillwell, 1560 SE Ana Ave, Dallas, OR, (neighbor to the east of property) questioned
31 whether the renters of the storage units would have access to the storage property through this
32 easement and what type of surface material would be used.

33 Mr. Lane Shetterly replied that only emergency vehicles would have access through a Knox box
34 to open the gate and the surface material would be at the owner's discretion as long as it
35 complied with the conditions.

36 Ms. Hannah Jacobson, 134 SW Wyatt St., Dallas, OR, (property buyer) stated she planned to
37 build a stick built home and was hoping to gravel the easement and seed it over to make it look
38 as much like lawn as possible.

39 REBUTTAL

40 Mr. Weins answered Mr. Shetterly's question regarding closing of the sale of the property to be
41 around the end of August.

42 COMMISSIONER QUESTIONS

43 Mr. Shein asked why the application was being submitted now. Mr. Weins stated that future
44 expansion will require two (2) access points.

45 Mr. Castelli asked how the City was going to monitor condition four (4). Mr. Shetterly replied
46 that the current owner will record an easement agreement with the city prior to closing of the
47 property.

48 President Lerwick closed the public hearing at 7:23 p.m.

49 DISCUSSION BY COMMISSION

50 It was moved by Commissioner Shein to approve CUP 15-01 with the six (6) staff recommended
51 conditions outlined in the staff report. The motion was duly seconded by Commissioner Oehler
52 and carried with a unanimous vote.

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55 **CUP 15-02 Applicant: Community Innovation Partners: Dallas Community School**

56 President Lerwick opened the official public hearing for CUP 15-02 at 7:25 p.m. and read the
57 public hearing procedure.

58 **STAFF REPORT**

59 Ms. Dufner reviewed the staff report for CUP 15-02, allowing a public charter school in a CN
60 zone at 788 SW Birch St., Dallas, OR. Staff recommendation was to approve the application
61 with four (4) conditions.

62 **APPLICANT PRESENTATION**

63 Ms. Wendy Sparks, 606 SW Hayter St., Dallas, OR, (president) described the creation of the
64 Dallas Community School. She stated that upwards to 125 students would use the Birch St. site
65 for one-on-one support and small group enrichment classes with not more than 25 students in the
66 building at one time. She said that the school would be attracting 75 families to discover Dallas.

67 **SPEAKERS**

68 Mr. Aaron Komnick, 2327 SW Taylor Dr., McMinnville, OR, (parent) talked about how the
69 school was needed because of the individual attention, student paced curriculum, and the teacher
70 support.

71 **COMMISSIONER QUESTIONS**

72 Mr. Castelli asked what surrounding areas would the school service. Ms. Sparks replied the
73 students were coming from Polk and Marion counties, McMinnville, Lebanon, and other cities.

74 Mr. Shein asked about transportation, age of students, and fencing. Ms. Sparks replied that it was
75 all private transportation and there would be no major drop-off and pick-up times. The school
76 services kindergarten through eighth grade and at this time the fence is being considered and the
77 school wants the City and School District's opinions prior to putting one up.

78 Mr. Pazina asked what the school hours were going to be. Ms. Sparks replied 8 a.m. to 4 p.m.
79 with occasional evenings until 7 p.m.

80 President Lerwick closed the public hearing at 7:41 p.m.

81 **DISCUSSION BY COMMISSION**

82 It was moved by Commissioner Castelli to approve CUP 15-02 with the four (4) staff
83 recommended conditions outlined in the staff report. The motion was duly seconded by
84 Commissioner Kowash and carried with a unanimous vote.

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86 **SPR 15-04: Applicant: Joseph Fox**

87 President Lerwick opened the official public hearing for SPR 15-04 at 7:50 p.m. and read the
88 public hearing procedure.

89 STAFF REPORT

90 Ms. Dufner reviewed the staff report for SPR 15-04, a new 32,000 square foot office building at
91 the 100 block of W. Ellendale Ave., Dallas, OR. Staff recommendation was to approve the
92 application with ten (10) conditions.

93 APPLICANT PRESENTATION

94 Lee Gwyn, 3150 Kettle Court SE, Salem, OR (architect) presented the building design and
95 landscaping elements of the proposed site.

96 Josh Wells, 3841 Fairview Industrial Drive, Suite 100, Salem, OR, (engineer) presented the
97 engineering elements of the proposed site.

98 COMMISSIONER QUESTIONS

99 Mr Shein asked if the easement listed in condition eight (8) will be more explicit about which
100 property they were referring to, what is a Knox Box, and has the property line adjustment been
101 approved. Mr. Shetterly answered yes to the easement question. Mr. Locke answered that a Nox
102 Box is a box which is locked and holds a key to a building or gate for emergency responders.
103 The property line adjustment has been approved but not recorded.

104 Mr. Castelli asked Mr. Wells what he meant by underground retention. Mr. Wells replied that it
105 was the drain pipes buried underground to catch and disburse rainwater. The system is designed
106 for a 100 year event per city code requirements.

107 Mr. Castelli also asked what percentage of employees would be consolidated from existing
108 Dallas offices as opposed to new employees. Mr. Lee stated the majority would be consolidated
109 with a few new ones.

110 President Lerwick closed the public hearing at 8:16 p.m.

111 DISCUSSION BY COMMISSION

112 It was moved by Commissioner Shein to approve SPR 15-04 with the ten (10) staff
113 recommended conditions outlined in the staff report. The motion was duly seconded by
114 Commissioner Kowash and carried with a unanimous vote.

115 **ANX 15-01/ZC 15-02 Applicant: Oakdale Heights Phase I, LLC**

116 President Lerwick opened the official public hearing for ANX 15-01/ZC 15-02 at 8:20 p.m. and
117 read the public hearing procedure.

118 **STAFF REPORT**

119 Ms. Dufner reviewed the staff report for ANX 15-01/ZC 15-02, an annexation of 14.04 acres into
120 the City with a concurrent zone change from AR to RL plus a 4.5 acres zone change from I to
121 RL on the southwest edge of Dallas, west of Ash Creek. Staff recommendation was to approve
122 the application with two (2) conditions.

123 **APPLICANT PRESENTATION**

124 Paul Trahan, 1116 SE Barberry St., Dallas, OR (consultant) stated that at this time he was only
125 applying for the annexation and zone change. The subdivision application would probably be
126 submitted in the next 30 days after the traffic and soil studies were finished.

127 **COMMISSIONER QUESTIONS**

128 Ms. Kowash asked if there would be any issues with Ash Creek. Ms Dufner stated not at this
129 time.

130 Mr. Castelli asked about Zone Change Criteria nine (9) in respect to “taking employment land
131 out of use”. Ms Dufner replied that there would be no impact on the supply of employment lands
132 because the Comprehensive Plan designation is Residential.

133 President Lerwick closed the public hearing at 8:35 p.m.

134 **DISCUSSION BY COMMISSION**

135 It was moved by Commissioner Oehler to recommend approval of ANX 15-01/ZC 15-02 with
136 the two (2) staff recommended conditions outlined in the staff report to the City Council . The
137 motion was duly seconded by Commissioner Wilson and carried with a unanimous vote.

138 **OTHER BUSINESS**

139 There was a discussion of the traffic condition and capacities of the Ellendale and Kings Valley
140 Highway intersection and the Levens and W. Ellendale intersection.

141 The Commissioners decided to move September’s meeting to the 9th to avoid a conflict with a
142 City Council meeting on the 8th.

143 **The meeting adjourned at 8:50 p.m.**

APPROVED:

President

Date