



**CITY OF LAKE OSWEGO  
Planning Commission Minutes  
September 26, 2016**

**1. CALL TO ORDER**

Chair John LaMotte called the meeting to order at 8:05 p.m. in the Council Chamber of City Hall, 380 A Avenue, Lake Oswego, Oregon.

**2. ROLL CALL**

Members present were Chair John LaMotte, Vice Chair Robert Heape, and Commissioners Ed Brockman and Bill Ward. Commissioners Randy Arthur, Adrienne Brockman and William Gaar were excused.

Staff present were Scot Siegel, Planning and Building Services Director; Debra Andreades, Senior Planner; Sarah Selden, Senior Planner; Amanda Owings, Traffic Engineer; Evan Boone, Deputy City Attorney; and Iris McCaleb, Administrative Support.

**3. COUNCIL UPDATE**

None.

**4. CITIZEN COMMENT – Regarding issues not on the agenda**

None.

**5. COMMISSION FOR CITIZEN INVOLVEMENT**

Mr. Siegel gave an update on the Lake Forest and Rosewood Neighborhood Associations' requests in response to the City Manager's Office-led study regarding annexation and sewer extension in unincorporated parts of Lake Oswego. He confirmed that the project, being conducted by a Portland State University class, would include input from the neighborhood associations as part of the study. Mr. Siegel advised that the scope of the study was to look at the financial feasibility of extending sewer into those neighborhoods as well as policies related to annexation and if there would be economies of scale related to the various annexation approaches.

Mr. Siegel gave an update on homeowners associations (HOA's) receiving similar benefits as city-recognized neighborhood associations, specifically, notice of land use applications. He noted staff has done some initial research to identify homeowner's associations associated with Lake Oswego, which found approximately 500 entities, including some that could be responsible for HOA's that were not in Lake Oswego. He added that if staff were to proceed further they would like to have another work session to gather additional direction from the Commission. Chair LaMotte suggested that staff keep chipping away at refining the list, as resources allowed. Vice Chair Heape suggested there was a second component that involved looking at the Code to see if changes could be made to allow HOA's to be officially recognized in relation to land use hearings and removing some of the burdens, such as the appeal cost

structure, in an effort to increase citizen involvement in land use matters. He added that perhaps HOA's could somehow self-identify. Mr. Siegel clarified that HOA's, as non-profits, do get extra time to testify at public hearings, but acknowledged that in terms of direct outreach from the City and the waiver of appeal fees that HOA's do not have the same rights as city-recognized neighborhood associations.

Commissioner Ward gave an update on the meeting with Neighborhood Chairs and the Mayor on Saturday, September 17. He noted that Amanda Owings, City Traffic Engineer, gave an informative presentation on the City's transportation system. Another topic discussed was a proposal to exempt certain applicants from pre-application conferences should it be determined the applicant would not benefit from a pre-application conference.

## 6. MINUTES

- 6.1 Chair LaMotte **moved** to approve the Minutes of July 25, 2016, as amended. Commissioner Ward **seconded** the motion and it **passed 4:0**.

## 7. PUBLIC HEARING

- 7.1 Transportation Systems Plan Implementation (LU 16-0025)

A request from the City of Lake Oswego to amend the Connected Community Chapter of the Comprehensive Plan (Plan) and the Community Development Code (CDC) to implement the recommendations of the 2014 update of the Transportation System Plan (TSP). Amendments to the TSP are also proposed to ensure consistency among the three documents. Staff coordinators are Debra Andreades, Senior Planner and Amanda Owings, Traffic Engineer.

Chair LaMotte opened the hearing. Mr. Boone outlined the applicable criteria and procedures. At the time of declarations no conflicts of interest were reported.

### ***Staff Report***

Ms. Andreades provided an overview of the timeline and process to date, including public reviews and work sessions, leading up to the hearing. She noted a City Council study session and public hearing scheduled for November and December. She reminded the Commission that at their August 8<sup>th</sup> work session, although street connectivity standards were discussed, they had agreed to separate that topic to review and discuss independently, which they would do in the fall. Ms. Owings provided a summary of the draft amendments, including amendments to the Comprehensive Plan, the Transportation System Plan (TSP), and the Community Development Code (CDC), which were intended to implement the updated TSP, clarify items in the CDC, and maintain consistency between the three documents. She noted that proposed CDC amendments included the addition of clear and objective criteria for when traffic impact studies would be required, in addition to other CDC amendments. She explained that the overall intent was to create simple, but effective, transportation policy to address development and manage traffic operations with separate guidelines (not part of the CDC) that provided detailed information about what was required.

Ms. Owings provided a summary of changes since the Planning Commission had last met, including:

- No public comments were received.
- No changes to the proposed Comprehensive Plan amendments.
- No changes to the proposed TSP amendments.

APPROVED: 11/14/16

- CDC changes from August 8, 2016, work session, including:
  - Posting notification simplified;
  - Increased distance to monitor traffic patterns on local and neighborhood collectors streets only; and
  - Altered wording in the CDC related to notification of other agencies to include “as deemed appropriate”.
- Traffic Impact Study (TIS) Guidelines updated, based on the August 8<sup>th</sup> meeting discussion, to add “Emergency Vehicles Access” to the initial TIS scope for every study.
- There were no map changes.

Ms. Andreades concluded the presentation and stated that staff recommended that the Commission recommend adoption of Ordinance 2725 (LU 16-0025) to the City Council.

#### ***Questions of Staff***

In response to a question from Commissioner Ward about showing private access lanes with the same mapping as public roads, Ms. Owings explained that with the update private streets, or access lanes were shown with a new color from local streets on the Comprehensive Plan map, whereas on the map in the TSP this change was shown with a note to the text of the legend rather than updating the entire map, which was done by a consultant. In response to a question from Vice Chair Heape regarding posted notification for temporarily stubbed streets, Ms. Owings clarified that the text amendment was intended to be less specific in terms of what was required to be in a posted notification as information might change over time; interested citizens could call the City to get specific details. Mr. Siegel added that the change related to this would not apply retroactively, but would apply for new development when applicable.

#### ***Public Testimony***

None.

Chair LaMotte closed public testimony.

#### ***Deliberations***

None.

Commissioner Ward **moved** to approve Ordinance 2725 (LU 16-0025) and recommend adoption to the City Council. Vice Chair Heape **seconded** the motion and it **passed 4:0**. The vote on the findings, conclusions and order was scheduled for October 10, 2016.

Mr. Boone announced that this was a tentative recommendation of the Commission and staff would return on October 10, 2016, with the Findings, Conclusions and Order for the Commission’s consideration.

### **8. WORK SESSION**

#### **8.1 Food Cart Pods in Limited Industrial Park (IP) Area – Work Session #3 (LU 16-0027)**

Ms. Selden provided an overview of the work to date by the Commission regarding allowing food cart pods as a permitted use in the industrial park area north of Willow Lane, an action item that came out of the recently adopted Southwest Employment Area Plan. The Commission reviewed comments received on the public review draft code amendments. Ms. Selden reviewed the project timeline and showed the geographic scope. She noted that the staff memo provided detailed information, and requested additional feedback on the following ~~key~~ discussion items from the Commission:

**THIS PAGE INTENTIONALLY LEFT BLANK**