

**MINUTES**  
**FINAL SALEM PLANNING COMMISSION Reviewer: Heller**  
**August 2, 2022**

**COMMISSIONERS PRESENT**

Dan Augustyn  
Ronald Eachus  
Kaley Fought  
Daisy Goebel  
Chane Griggs, President  
Lisa Heller  
Ian Levin, Vice-President  
Michael Slater

**COMMISSIONERS ABSENT**

None

**STAFF PRESENT**

Lisa Anderson-Ogilvie,  
Deputy CD Director and  
Planning Administrator  
Thomas Cupani, Assistant City  
Attorney  
Glenn Davis, Chief Development  
Engineer and Floodplain  
Administrator for Public Works  
Shelby Guizar, Admin Analyst  
Aaron Panko, Planner III

**Note: All attendees were virtual.**

**1. CALL TO ORDER**

President Chane Griggs called the meeting to order at 5:30 p.m.

**2. ROLL CALL**

Roll was taken and with quorum established, President Griggs proceeded with the meeting.

**3. PUBLIC COMMENT:** This time is available for interested citizens to comment on specific agenda items other than public hearings, deliberations and the merits of land use issues that are reviewable by the Planning Commission at public hearings. Each person's comments will be limited to three minutes.

- None

**4. CONSENT CALENDAR:**

President Griggs stated that she reviewed the video of the July 5, 2022, meeting and is prepared to vote on the minutes.

- 4.1 Approval of Minutes: July 5, 2022 Minutes (Commissioner Goebel)  
*Recommended Action: Approve*

**Motion:** Move to approve the minutes.

**Motion by:** Commissioner Goebel  
**Seconded by:** Commissioner Fought

**Discussion on the Motion:** None

**Vote:** Aye: Augustyn, Eachus, Fought, Goebel, Griggs, Heller, Levin, Slater (8)  
Nay: 0  
Absent: 0  
Abstentions: 0

**Action:** Moved to approve the minutes.

**VOTE:**

**Yes 8      No 0      Absent 0      Abstain 0**

4.2 Resolutions: None

4.3 Action Items: None

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**5. PUBLIC HEARINGS:**

**Hearings begin no earlier than 5:30 p.m. unless otherwise noted.**

**5.1 APPEAL of Tentative Subdivision Case No. SUB22-04 for 3600 Block of Boone Rd SE; Ward 3 – SEMCA; Aaron Panko, [APanko@cityofsalem.net](mailto:APanko@cityofsalem.net)**

President Griggs asked the Commissioners if anyone had ex-parte communications or any conflicts of interest to state into the record. No conflicts or ex-parte contacts were noted. The recorder read the statement of criteria.

**SUMMARY:** A proposal for a subdivision to divide approximately 79 acres into 12 lots.

**REQUEST:** An industrial phased subdivision tentative plan to divide approximately 79 acres into a total of 12 lots ranging in size from 107,483 square feet to 499,672 square feet in size, in two phases of development. The applicant is requesting alternative street standards to increase the street spacing and connectivity standards in SRC Chapter 803 to allow the following proposed streets to exceed the 600-foot block length and 600-foot street connectivity standards in SRC Chapter 803:

- a) Northerly block between 32nd Avenue and 36th Avenue – Increase to approximately 1,785 feet with mid-block pedestrian connection and public access easement.
- b) Easterly block between Boone Road and proposed 32nd Avenue – Increase to approximately 712 feet.
- c) Easterly block between proposed 32nd Avenue and southerly boundary of property – Increase to approximately 705 feet.
- d) Southerly portion of property between A Drive and 36th Avenue – Increase to approximately 1,875 feet.

The subject property is approximately 79 acres in size, zoned IC (Industrial Commercial), and located at the 3600 Block of Boone Road SE - 97317 (Marion County Assessors Map and Tax Lot numbers: 083W13A / 00100, 00200, and 00300).

Case Manager, Aaron Panko, entered the staff report, attachments, and presentation into the record.

**Recommended Action:** Staff recommends that the Planning Commission **MODIFY** the Planning Administrator's decision approving Phased Subdivision Tentative Plan Case No. SUB22-04, specifically to delete Condition 19.

**Conditions to be complete prior to final plat approval for Phase 2, or as a condition of Site Plan Review approval for Lot 9, whichever comes first:**

~~**Condition 19:** Construct a local street within a 60-foot wide right-of-way to provide an additional north-south local street connection from 32<sup>nd</sup> Avenue to the southern property boundary within lot 11 or 12.~~

**Questions or Comments for Staff by Commissioners:** Commissioners Goebel, Eachus, Slater

Testifying Parties:

Applicant/ Representative/ Appellant:

- Mark Lowen, MWSH Boone Road Properties, 3425 Boone Road SE, Salem OR 97317 and Alan Sorem, Saalfeld Griggs PC, 250 Church St SE Suite 200 Salem OR 97301

**Questions or Comments for Applicant by Commissioners:** None

General Public: None

Rebuttal by Applicant: None

**Additional Questions or Comments for Staff by Commissioners:** Commissioners Goebel, Eachus, Slater

With no further questions, and no request to continue the hearing or leave the record open, President Griggs closed the public hearing at 6:55 p.m.

**Motion:** Move to adopt the staff recommendation to MODIFY the Planning Administrator's decision approving Phased Subdivision Case No. SUB22-04, deleting Condition 19.

**Motion by:** Commissioner Levin

**Seconded by:** Commissioner Eachus

**Discussion on Motion:** Commissioners Levin, Slater

**Vote:** Aye: Augustyn, Eachus, Fought, Goebel, Griggs, Heller, Levin, Slater (8)  
Nay: 0  
Absent: 0  
Abstentions: 0

**Action:** Motion passes

**VOTE:**

**Yes 8 No 0 Absent 0 Abstain 0**

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**6. SPECIAL ORDERS OF BUSINESS:**

**6.1 Revision to Planning Commission Bylaws**

Lisa Anderson-Ogilvie, Planning Administrator and Deputy Community Development Director provided a reminder to the Planning Commission of the revision to the Planning Commission bylaws. The revision is to allow meeting attendees to state their ward instead of address into the record prior to their public testimony, or persons can provide their address in writing to the Planning Administrator or designee instead of stating it verbally.

President Griggs asked for a motion to amend the Planning Commission bylaws.

**Motion:** Move to approve the amendment to the Planning Commission bylaws.

**Motion by:** Commissioner Levin  
**Seconded by:** Commissioner Goebel

**Discussion on Motion:** None

**Vote:** Aye: Augustyn, Eachus, Fought, Goebel, Griggs, Heller, Levin, Slater (8)  
Nay: 0  
Absent: 0  
Abstentions: 0

**Action:** Motion passes

**VOTE:**

**Yes 8 No 0 Absent 0 Abstain 0**

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**7. INFORMATION REPORTS:** None

**8. PUBLIC COMMENT (other than agenda items):** None

**9. PLANNING ADMINISTRATOR’S REPORT:**

- August 16<sup>th</sup>, 2022 Planning Commission meeting is cancelled.
- No items to date for September 6<sup>th</sup>, 2022 meeting, so to be determined.
- The remand case that is coming back to the Commission is tentatively on the agenda for September 20<sup>th</sup>, 2022.
- Civic Center is celebrating 50<sup>th</sup> anniversary on August 18<sup>th</sup>, 2022, where the new city flag will be presented.
- Planning Division has hired three new planners, two vacancies still, with one planner III offer out.
- City manager adopted a policy that the director can issue approval to a commission to have in-person meetings; however, the rules currently state that the meetings must be streamed to YouTube and council chambers does not have the ability yet to live stream. The technology to live stream should be set up around January of 2023. We are trying to determine if we can change the policy to remove the live stream requirement, or if we have to wait until council chambers is set up to do so.
- Commissioner Slater asked how the new zoning inspector is doing regarding trees.

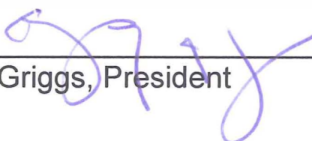
- Lisa Anderson-Ogilvie answered that there are a lot of permits now that more trees are considered significant, and the new zoning inspector has been extremely helpful going on-site and measuring and taking photos to help make decisions for trees, the position is also responsible for inspections for landscaping and other things. The zoning inspector is also learning how to handle enforcement cases and working with Compliance and the Urban Forester to navigate enforcement issues.
- Property on Commercial and Madrona has not called for a landscaping inspection yet, still are required to plant trees. When final occupancy is applied for, staff will be able to hold occupancy until the tree planting happens.

**10. COMMISSIONER COMMENTS FOR THE GOOD OF THE ORDER:**

- Commissioner Slater shared that he is now a certified arborist. Additionally, mentioned that he believes it would be beneficial for a sub-committee to be formed to look at design standards regarding commercial and industrial areas. There needs to be more flexibility but also greater detail.
  - Ms. Anderson-Ogilvie mentioned that the TSP is going to be updated. Right now, staff does not have the capacity for a specific street standard code amendment, but there has been talk for a committee for the TSP and for Goal 5. If a committee is formed, Planning Commission members would most likely be able to join that committee. Public Works will be starting the process for the TSP very soon.
- Commissioner Goebel asked if there would be a committee formed for climate friendly cities.
  - Ms. Anderson-Ogilvie said that staff believes from our initial analysis that a lot of the areas downtown that are zoned for mixed-use will already meet the definition of being climate friendly. After phase one of Our Salem, that committees are not a great use of time regarding outreach, a lot of the climate friendly rules will be incorporated into the TSP. Staff is still trying to figure it all out, there is a lot that goes into the climate friendly rules.
- Commissioner Goebel asked about filling the current Planning Commission vacancy.
  - Ms. Anderson-Ogilvie answered that applications have been coming in and the Boards and Commission Committee is going to meet in September and pick people to interview.

**11. ADJOURNMENT:** There being no further business for the record, the meeting was adjourned at 7:21 P.M.

SUBMITTED:

  
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 Chane Griggs, President

ATTESTED:

  
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 Lisa Anderson-Ogilvie, AICP  
 Deputy Community Development Director and  
 Planning Administrator