

# CAC Public Meeting Minutes

Tuesday, October 11, 2022

2:30 p.m.

New City Hall: Second Floor Assembly Room 206 N. 5th Street

## Call to Order/ Roll Call 2:30 pm

**Present:** CCI Liaison Tom Pratum, Don Reordan, Vice Chair Dianne Helmer, and Chair Beverly Smith

**Absent:** Beth Lindsay, and Michael Thornton

**Staff Present:** Planning Director Foster, and Planning Technician Oliver

## Introductions and Review of Agenda

**Minutes:** September 27, 2022 minutes

**Stand as Submitted**

**Public Comment:** None, however we did have one in attendance from the audience

## Chapter 4.1 -4.3 General Review Procedures, Site Design Review/ Land Divisions and Property Line Adjustments

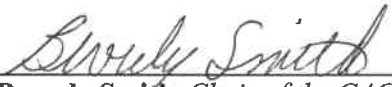
Ian presented the group with an updated Article 4 based on our discussions. The group discussed the following:

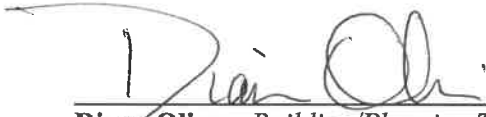
- The slight changes made are that we added a Final Plat on 4-5 which would be a type II procedure
- Integrated changes in the type II procedures on page 4-6 instead of the decision being made by a hearings officer, it will be the Planning Director, or the designee, through a notice which would allow for public comment. Following that a decision is made, an appeal could go before a hearing body before the Planning Commission or HARC in a full public hearing. If that decision would get appealed, it would then go before the City Council. It could also go as far as LUBA.
- We also need to add our pre-application process which helps big problems ahead of time because this process gives staff the time to solve big problems before it goes before a hearings body. We don't ever want to see applications that will fail, so this process helps us address criteria early in the process.
- 4-7 is consistent with what it was before
- 4-8 changes added so that with a type II administrative decision, it gives the planning director the ability to refer any item to the planning commission or HARC especially if it has become contentious  
We discussed more on the following
- The Reconsideration process that Ashland uses would not to be used by us. What we do now works.
- Application Requirements
- Mailed and Posted Notice
- Notice of a minimum of 100 feet. Maximum is 200 feet.
- Time Limit-120-day rule
- Site Review design
- Applicability
- Review Process
- Application Submission Requirements
- Approval Criteria
- Compliance with Conditions; Modifications; Permit Expiration
- Subdivisions and Partition approval through two-step process

- Preliminary Plat Approval Process
- Phased Subdivisions
- Lot size averaging
- Flag lots
- Maximum Drive Lane Length and Width
- Preliminary Plat Subdivision /Approval

The Next CAC meeting will be October 25<sup>h</sup> at 2:30PM

**Adjourn: 4:00 pm**

  
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**Beverly Smith**, *Chair of the CAC*

  
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**Diane Oliver**, *Building/Planning Technician*

Date of Approval: 10-26-22