



CITY OF TROUTDALE

"Gateway to the Columbia River Gorge"

AGENDA

TROUTDALE PLANNING COMMISSION REGULAR MEETING

Troutdale City Hall Council Chambers
219 E. Historic Columbia River Hwy. (lower level, rear entrance)
Troutdale, Oregon 97060

Wednesday, May 18, 2016
7:00 p.m.

1. **ROLL CALL/PLEDGE OF ALLEGIANCE**
2. **APPROVAL OF MINUTES**
March 16, 2016 Work Session
March 30, 2016 Regular Meeting
3. **CITIZEN COMMUNICATION – NON AGENDA ITEMS**
4. **OLD BUSINESS** - None
5. **NEW BUSINESS** – None
6. **DEPARTMENT REPORTS**
7. **COMMISSION INITIATIVES AND CONCERNS**
8. **ADJOURN**
9. **WORK SESSION**
Development Code update

This meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made in writing at least 48 hours prior to the meeting to Steven Sparks 503-674-7261, or by email at steven.sparks@troutdaleoregon.gov

***** Please see reverse for upcoming meeting information *****

Upcoming Planning Commission Meetings

June 15th 2016 – Type III Special Variance (pending)

June 25th 2016- possible Work Session (if scheduled) for TDC updates

July 20th 2016 – Regular Meeting (possible Work Session if scheduled)

July 27th 2016 - possible Work Session (if scheduled) for TDC updates

MINUTES
TROUTDALE PLANNING COMMISSION
Work Session
Council Chamber
217 E. Historic Columbia River Highway
Troutdale, Oregon 97060
March 16, 2016

1. Roll Call/ Pledge of Allegiance – The session was called to order at 7:07 p.m.

Commissioners Present: Sandy Glantz, Frank Grande, Jamie Kranz, Shirley Prickett, Brian Sheets and Tanney Staffenson

Commissioners Absent: Marv Woityla

Staff: Steve Winstead, Planning Director
John Morgan, Planning Consultant
Rooney Barker, Transcriptionist

Guests (see list): Shelby Rihala, City Attorney

2. Work Session – Consideration of Development Code updates. Mr. Winstead introduced City Attorney Shelby Rihala who will address the City Attorney’s comments and concerns in the draft Chapters 5 and 7. He also said Chair Staffenson has distributed a complete draft that he put together with all the changes, and Mr. Winstead said he will project this draft on the screen for everyone to see and he will highlight tonight’s changes or concerns. That will be the version we will use going forward. With Ms. Rihala here this evening we will have her legal opinion of it, as well. He also asked the Commission for their approval or identification of areas they may identify for another look so we can finish those chapters.

Chair Staffenson asked Mr. Morgan to address his concerns regarding the Chapters Chair Staffenson had sent him versus the Chapters that staff has. Mr. Morgan said there was a vote at the Commission’s last meeting to accept a hearing draft so he wants to make sure that anything that is revised through a vote or that comes from the law office is recognized as needing to be added by Commission action into the hearing draft.

Commissioner Glantz said she understood the Commission would receive this draft at least ten days in advance and nothing was received. In order for this to go as a final draft, and we all agreed on this, there needs to be, a few days in advance, a copy we can look at to verify. We have two previous versions and are now at three versions, and you want me to look at it tonight? How am I supposed to compare three different versions? Mr. Morgan said when they realized that there were going to be a lot of changes coming

Exhibit A. February 2016 draft copy of Chapter 1 – Introductory Provisions, distributed by Chair Staffenson.

Exhibit B. February 2016 draft copy of Chapter 1 – Introductory Provisions, distributed by Shelby Rihala.

Exhibit C. February 2016 draft copy of Chapter 9 – Off-Street Parking and Loading, distributed by Shelby Rihala.

Exhibit D. February 2016 draft copy of Chapter 9 – Off-Street Parking and Loading, distributed by Chair Staffenson.

in and it wasn't worth publishing a new draft. We were prepared to be ready for the hearing, it was ready to go, and then suddenly this package has changes for the Commission to consider. He said he told Chair Staffenson that we need to have Commission approval first before we publish the final draft. That's why we are here this evening. How, Commission Glantz asked, are we supposed to go through every single change that has been made and know that everybody has the same version tonight? What you're getting tonight is Chair Staffenson's proposals, Mr. Morgan said. When was I supposed to proof all of this? Commissioner Glantz asked. If you've been moving through this process you would have received all of them, Mr. Morgan replied. Liz Walstead went through, in detail, comparing everything – minutes, everything – to come up with the final draft. But it's not ready for prime time because there are still revisions to make. It's not worth the paper to print it when we still have more revisions to make. Once everything is in place, Commissioner Glantz said, and the Commission agreed on this last month, there needs to be a draft sent to the Commissioners before it goes out to the public. Mr. Morgan agreed, and said it will need to include any changes made this evening. Commissioner Glantz said she is hearing that the changes made tonight will be in a final draft that goes to the public before the Commission has a chance to proof it. Mr. Morgan said he does not expect the Commission to have to look at the document again, that she needs to trust staff to publish the final that goes to the hearing. If you see any changes in the hearing process, we can make them. This process has been strung out because we keep bringing it back, he added. We have made changes repeatedly that were not reflected in the next draft, Commissioner Glantz said. She apologized, saying she does not mean this personally but that it is a compilation of events and the amount of errors that have gone into draft after draft has been more than she can trust. Here is where we are process-wise, Mr. Morgan said. You will have a full and complete draft, Mr. Morgan said, and he does not think there is any way, legally, that you can envision holding the hearing on March 30th as we originally expected. There are too many substantive changes, plus we have been unable to produce the final draft.

Chapter 1 – Introductory Provisions. Chair Staffenson distributed copies of Chapter 1 (**Exhibit A – Chair Staffenson's draft**) and (**Exhibit B – the City Attorney's draft**), both dated February 2016. The City Attorney's proposed changes and/or comments are marked in red underlined text and/or with comment bubbles. The Commission reviewed the City Attorney draft first, and Ms. Rihala said they are predominantly proposed stylistic changes and a few substantive suggestions.

On p. 1-1 – **Chapter 1 – Introductory Provision, Item 1.016 Applicability**, the introductory sentence is moved to the beginning of **Item A**. On p. 1-3 – **Section 1.020, Item .07 Adjacent**, is rewritten for clarification to say “Adjacent means next to, adjoining, or separated by right-of-way;” instead using of ‘near or close.’ All of **Item .08 Adult Foster Home (AFH)** was recommended to delete as it is included in the Residential Family definition. The Commission concurred with these changes. On p. 1-4 – **Item .15 Bed and Breakfast**, the meal was discussed, and the Commission previously determined that this was correct, i.e., no change this evening. In **Item .20 Building, Height of**, the City Attorney questioned how the average height was calculated; this is taken from the Building Code so will not be changed, the Commission said.

On p. 1-5 – **Item .26 City Manager**, the question was whether the City Manager could overrule the Planning Director’s decision; after discussion it was determined to not change this Item. On the same page, **Item .31 Congregate Housing** was deleted in its entirety as it is incorporated into other definitions. The Commission concurred

On p. 1-6 – **Item .34 Day Care, Family Provider**; the question was how this differs from **Item .33 Day Care, Certified, or Group Day Care Home**. Size is the determining factor, Mr. Morgan said. The terms ‘certification’ versus ‘license’ was also discussed, and it was decided to use ‘licensed or certified’ in *both* definitions; the Commission agreed.

On p. 1-7 – **Items .42 Dwelling, Duplex; .43 Dwelling, Multi-Family, .45 Dwelling, Single-Family (Attached), .46 Dwelling, Single-Family (Detached), and .47 Dwelling, Triplex**. Ms. Rihala said she amended these definitions by taking out as redundant the reference to how many families lived in the dwellings and refers instead of them as dwelling units. **Item .44 Dwelling, Shared**, was not included in this discussion and remains as is. The Commission agreed to these changes.

On p, 1-8 – **Item 48 Dwelling Unit**, the following changes were approved: “. . . with independent living facilities, including provisions for sleeping, eating, cooking, and sanitation, for ~~not more than one family~~ one or more persons.” **Item .50 Family** is changed to comply with the ADA, as follows: An individual, two or more persons related by blood, ~~or marriage, or a group of not more than five persons (excluding servants) who need not be related by blood or marriage,~~ living in a dwelling unit domestic partnership, legal adoption, or guardianship; not more than five persons who need not *be* related by blood, marriage, legal adoption or guardianship, living together in a dwelling unit; or two or more persons with disabilities, as defined in the Americans With Disabilities Act, Fair Housing Amendments Act of 1988 or State law, who need not be related by blood, marriage, domestic partnership, legal adoption, or guardianship living together in a dwelling unit. (A typo was caught, and the word ‘be’ is inserted into first sentence, as italicized above). The Commission concurred.

On p. 1-9 – **Item .55 Food Vendor (Mobile)**, Ms. Rihala asked that this comment be ignored as it was made prior to a previous discussion. Also, in **Item .55.c. Food Stands** Ms. Rihala said the definitions listed seem too specific, but after discussion the Commissioners said they would leave it as it is written. On p. 1-10 – **Item .56 Frontage** was rewritten for clarity, and the Commission agreed to the change. Same page, **Item .57 Gallery** Ms. Rihala’s comment was discussed and the Commission decided to leave this Item as it is written. **Item .61 Home Occupation** discussion regarding Ms. Rihala’s comments was discussed. The revisions made in the second sentence are incorporated into this draft, as: “Generally home occupations are small commercial ventures that could not necessarily be sustained if it were necessary to lease commercial quarters or that, by the same nature of the venture, are appropriate in scale and impact to be operated within a residence. An accessory use conducted entirely within a building that is clearly incidental and secondary to the use of the dwelling for dwelling purposes.” The Commission agreed to this amended text.

On p. 1-11 – **Item .68 Lot Corner**’s rewritten text is a stylistic change, replacing current text, “A lot located at the intersection of two or more streets, which may or may not

create a continuously curved front property line” is replaced with, “A lot at least two adjacent sides of which abut streets other than alleys provided the angle of intersection of the adjacent streets does not exceed 135 degrees.” The commission concurred.

On p. 1-12 – **Item .71 Lot Area or Lot Size**, the following was agreed to: “the total ~~horizontal areas~~square footage enclosed within the lot lines of a lot.” On p. 1-13, it was determined to leave **Item .75 Lot Line, Front** as written. On the same page – **Item .81 Manufactured Home or Manufactured Dwelling** was taken straight out of the State statute and will remain as written; the Commission agreed. On p. 1-14 – **Item .82 Manufacturing, Primary**, the Commission agreed that the second sentence be amended to replace ~~would~~ to may. On p. 1-15 – **Item .86, Market Value** was previously amended and Ms. Rihala recommended a rewrite of the first sentence: “~~The latest market, not assessed,~~ value of a structure ~~and/or~~ property as determined by the Multnomah County Assessor, not including the assessed value.” The second sentence remains as previously amended. The Commission agreed.

On p. 1-15 – **Item .87 May**, was amended as: “As used in this code, MAY is permissive ~~and shall is~~ mandatory. The Commission agreed. In **Item .94 Nonconforming Development**, the proposed change of the following was approved: “A development that was legally established ~~before this code was adopted or amended prior to the adoption of this code or in conformance with this code in effect at the time of development,~~ but which does not comply with the current regulations in this code due to subsequent enactments or amendments to this code. It was agreed that the following on p. 1-16 will also include this same revision: **Items .95 Nonconforming Lot, Item .96 Nonconforming Structure, and Item .97 Nonconforming Use.**

In **Item.98 Nursing Home**, in the first sentence ~~and~~ is replaced with or; the Commission agreed. In **Item .100 Owner**, it was agreed to make the following change for clarity at the end of the second sentence: “For the purposes of this title, in terms of violations and binding agreements between the City and the owner, “owner” ~~also means~~ may also mean a leaseholder, tenant . . .”

On p. 1-17 – **Item .102 Park**, the following change was approved: “A forest, reservation, playground, beach, recreation center, or any other area in the City owned ~~or operated,~~ or maintained by the City and devoted to active or passive recreation.” In **Item .103 Partition**, the following change was agreed to: “Creation of ~~two or up to three~~ lots within a 12-month period; but does not include: a. Dividing land as a result of a lien foreclosure, foreclosure of a recorded contract for the sale of real property, or creation of cemetery lots; b. A property line adjustment; or c. Dividing land as a result of the recording of a subdivision or condominium plat.” **Item .105 Permitted Land Use** is rewritten for clarity as well as because some uses do not require a permit.: “A Permitted Land Use is a use allowed in a zone and subject to the restrictions applicable to that zone as provided in this code for which a Permit may be issued after a determination that all setbacks and other lot and building site requirements are satisfied.” The Commission agreed.

On p. 1-17 – **Item .109 Processing** was discussed regarding concentration of cannabis products; the Commission previously debated this and decided to wait for the State to finalize the law on this. They agreed again to wait for that. On p. 1-18 – **Item**

(unnumbered) – **Public Improvements** is an error and will be removed. Also, **Item (unnumbered) – Remodels** was also listed in error and will be removed. **Items .113 Residential Facility** and **Item .114 Residential Home** are defined in State statutes, and Ms. Rihala changed the definitions here to clearly define them. The Commission previously removed the lengthy text and simply defined them with a reference to the specific statutes, specifically ORS 443.500. Mr. Morgan suggested keeping the first part of the first sentence (in **Item .113**): “A residential care, residential training or residential treatment facility, as those terms are defined in ORS 443.500.” and deleting the rest of that proposed paragraph. After discussion, the Commission determined to keep that part of the first sentence from Ms. Rihala’s suggested text (as written above), and in **Item .114**, the first proposed sentence was edited to read, “A residential treatment or training home as defined in ORS 443.400, a residential training facility registered under ORS 443.480-443.500 or an adult foster home licensed under ORS 443.707 – 443.845.” The remaining proposed text was not included. The Commission agreed to these changes, and Mr. Morgan will research this.

On p. 1-19 – **Item .117 Shall** was amended to delete, after the word mandatory, “~~and MAY is permissive.~~” The Commission agreed. In **Item .119 Site and Design Review Committee**, was amended to read, “~~A committee comprised of key staff members~~ Chaired by the Director to review applicable development proposals for compliance to the provisions of this code.” The Commission agreed. Mr. Winstead said he will discuss this with the new Planning Director at a later time. In **Item .121 Street, Private**, It was agreed to the replace the word ‘jurisdictions’ with ‘public entity.’ **Item .122 Street, Public** was amended to read, “A publicly owned thoroughfare or right-of-way acquired for use by the public which affords a principal means of access to abutting property ~~not less than 16 feet in width.~~” The Commission concurred. After discussion, it was determined that **Item .123 Studio** will remain as written. **Item .124 Subdivision** was amended for clarification and consistency with State statute as follows: “Creation of four or more lots on an area or tract of land within a calendar year which such area or tract of land exists as a unit or contiguous units of land at the beginning of such calendar year.” The Commission agreed. In **Item .125 Technical Review Committee**, the following change was approved: “~~A committee comprised of key staff members~~ chaired by the Director . . .” and the Commission agreed.

On p. 1-20 – **Item .131 Utility Facility, Major**, there was discussion on Ms. Rihala’s recommendation to also address here a wireless antenna or cabinet and the structures that accompany those. She suggested adding “and related appurtenances” or something similar after the phrase ‘receiver and transmission facilities’ In discussion, the Federal Communication Act was brought up, and Ms. Rihala said the Commission will want to look at this much more comprehensively and explained why. The Commission agreed to mark this for future discussion/decision.

On p. 1-21 – **Item .137 Yard, Rear**, Ms. Rihala said she found the last sentence confusing and suggested a clearer rewrite. Mr. Morgan explained that this is how one measures oddly shaped lots; this Item will remain as written.

Mr. Winstead asked for the Commission’s overall approval of the changes made this evening to Chapter 1. **Commissioner Sheets moved, with a second by Commissioner Prickett, to approve the revisions proposed by the City Attorney as discussed this**

evening in Chapter 1, and that no additional changes will be made to this Chapter by anyone else. Mr. Winstead will incorporate these approved changes into the Code. The vote was 5-Yes, 1-No (Staffenson), and the motion passed.

The Commission took a 10-minute break.

Chapter 9 – Off-Street Parking and Loading, On p. 9-2 – **Section 9.020 Commercial Off-Street Parking Space Requirements**, in the table, third item down (*Auto, boat, or trailer sales, or nursery*), the correction of Two was verified in place of using 2.5. On p. 9-5 – **Section 9.055 Reduction of Required Parking Spaces, Item C.1.**, the following amendment was suggested: “Adjacent shall mean on the same side as the use and within the same block as the use.” On p. 9-6 – **Section 9.060 Landscaping and Screening, Item A**, the first sentence is amended to read: . . . “landscaped yards, parking areas facilities containing more than 20 vehicles spaces . . .”; it was noted that this is regulating private not public parking. Whether or not the City needs to create a definition for parking facilities, Mr. Winstead said maybe not as that is a Building Code issue. In **Item C**, it was determined that the previous changes will remain. In her comment in **Section 9.070 Paving, Item C.**, Ms. Rihala noted that the City Attorney feels the Sign Code reference to **Section 10.015** could be a significant issue in terms of its regulation of content and its constitutionality, and she would like to mark this for the Commission to look at in the future. It will stay as written now.

On p. 9-8 – In **Section 9.120 On-Site Circulation, Item B.** was left unchanged after discussion. **Item C** will be checked against the cross reference of **Chapter 8 Design Standards**. On p. 9-9 – **Section 9.140 Setbacks, Item C.**, it was decided after discussion to replace the text here with the text in **Section 9.060, Item F**. On p. 9-10 – **Section 9.165**, the opening paragraph was discussed and it was decided to leave it as recently amended (with no changes this evening).

Commissioner Sheets moved, with a second by Commissioner Glantz, to approve the changes made in Chapter 9 – Off-Street Parking and Loading (Exhibit C) and to incorporate them into the draft document for Commission Review, and the revised document will be distributed not less than seven days prior to the public hearing on the amended Troutdale Development Code. The vote was 5-yes, 1-no (Staffenson); the motion passed.

Chair Staffenson said Chapters 5 and 7 legal comments will be reviewed at the Commission’s next meeting; Chapter 4 legal comments will be provided, as will Chapters 15 and 16, these two possibly combined into one Chapter. There was discussion on when to schedule additional work sessions and regular meetings, and possible dates for the public hearing. Chair Staffenson said he hopes to shorten the timeline. Mr. Winstead asked him to provide (via e-mail) the Chair’s proposed schedule which Mr. Winstead will run by the City Attorney’s office, and then a consensus can be reached. A March 30th meeting may be scheduled; April is a challenge for scheduling as the Budget Committee meetings take precedence, so he proposed an April 13th meeting. Commissioner Glantz reiterated her concern that they will have enough time to review the drafts in time for an informed discussion. A possible second April 27th meeting could certainly be scheduled, the Chair said, if the Budget Committee is done. The Commission will review their meeting schedule again at the next meeting on April 13th.

Commissioner Prickett moved, with a second by Commissioner Sheets, to postpone the public hearing on the amended Troutdale Development Code scheduled for March 20, 2016. The vote was unanimous and the motion passed.

Chair Staffenson briefed the Commission on the Capital Improvement Plan (CIP) and the most recent Port of Portland meeting on the Troutdale Airport plans. There will be a second reading on the Capital Improvement Plan, and he will present the Commission's report on the CIP when staff does their report. He reminded them that they are recommending to not put two items on the CIP list having to do with urban renewal while staff is recommending to add those two items to the CIP list. There was discussion on the CIP process. Some of our recommendations are being well accepted, others not, the Chair added. This Commission did very good job. Commissioner Sheets said Chair Staffenson presented the Commission's position very well to the Council; Commissioner Prickett agreed. At the Port of Portland meeting, Chair Staffenson said he believes Option C was passed with conditions, i.e., the longer runway. It's not everything we wanted but is more than we were initially going to get; we had hoped for Option D. The runway we'll get with Option C will allow us to take in flights that we now are able to. The IGA between the City and the Port was discussed.

Commissioner Prickett commented on the Subaru construction site, and Commissioner Glantz on the State possibly 'going off' coal. Mr. Winstead spoke of the Planning Director candidates and said the City Manager will make a selection soon.

- 3. Adjourn. Commissioner Sheets moved, with a second by Commissioner Glantz, to adjourn. The motion passed unanimously and the meeting adjourned at 10:58 p.m.**

Tanney Staffenson, Chair

Date

Attest: _____
Rooney Barker, Transcriptionist

**MINUTES
TROUTDALE PLANNING COMMISSION
Regular Meeting
Council Chamber
217 E. Historic Columbia River Highway
Troutdale, Oregon 97060
March 30, 2016**

1. Roll Call/ Pledge of Allegiance – The session was called to order at 7:02 p.m.

Commissioners Present: Sandy Glantz, Frank Grande, Jamie Kranz, Shirley Prickett, Brian Sheets, Tanney Staffenson and Marv Woidyla

Commissioners Absent: None.

Staff: Chris Damgen, Senior Planner
John Morgan, Planning Consultant
Rooney Barker, Transcriptionist

Guests (see list): Dan Olson, City Attorney
Tom Bouillion, Port of Portland
Paul Wilcox, Troutdale resident

2. Approval of Minutes:

- **February 17, 2016 Regular meeting. Commissioner Woidyla, with a second by Commissioner Sheets, moved to approve the minutes as written. The vote was unanimous and the minutes as written were approved.**
- **February 17, 2016 Work Session. Commissioner Sheets moved, with a second by Commissioner Prickett, to approve the minutes as written. The vote was unanimous and the minutes as written were approved.**

3. Citizen Communication – Non-Agenda Items. Paul Wilcox said he would like to revisit the Commission’s discussion on December 16, 2015, on the Sheldon development proposal after the public hearing had closed. What struck him was that the discussion was mostly from those Commissioners who were against the proposal and the tie vote showed three in favor and three against the rezoning. From his perspective, that vote came out of the blue; he did not see any discussion from the three Commissioners who voted in favor. It did not seem to him that those in favor explained why they would vote that way. He expected more discussion, he added, as Commissioner Sheets had requested. The tie vote came out of the blue, he thought. There is usually some indication of how a body comes to a decision.

Somewhat related to this, when the Council held their hearing on this proposal, Commissioner Prickett testified and Mr. Wilcox said he did not think that was entirely

Exhibit A. Flier *The Big Spring Cleanup Event (April 30 and May 4)* distributed by Chris Damgen (also posted on the City’s website).

Exhibit B. Undated copy of a computer printout of seven pages of the CIP, distributed by Chair Staffenson

Exhibit C. May 27, 2014, copy of four pages of a computer printout of the 2014-25 CIP for Public Works, distributed by Chair Staffenson.

appropriate since she was absent from the Commission meeting on December 16th. He asked if the Council was to take her testimony as being given by a Planning Commissioner or a private citizen. Commissioner Prickett said she had testified as a citizen.

Mr. Wilcox's second comment was about the Council Meeting on March 22nd when they discussed the vacancy of Councilor Anderson's position, and it seemed that Commissioner Sheets not being appointed to the position was possibly based on his actions on this Commission and possibly statements he's made or opinions he's expressed here. [Part of Mr. Wilcox's testimony was inaudible.] His point, he said, is that if any Commissioners have aspirations to be on the City Council, he expects they will be more guarded in expressing their opinions and not burn their bridges.

Commissioner Grande disagreed, saying he felt it would be just the opposite. We do the best we can and let the chips fall, he said. Chair Staffenson said there may be some committee or Commissioner members who have aspirations of being on a committee, the Planning Commission or the City Council but, hopefully, that goal doesn't affect their decision making along the way. The Commissioners make their decisions based on facts and are not concerned with how those are perceived by others. Commissioner Sheets accepts Mr. Wilcox's point in that no one should have to guard themselves to try to find favor politically or conservatively when making decisions as they are so charged. If that is what cost his possible appointment, that's fine with him. He can sleep at night knowing he did not kowtow to anyone or to make anyone happy; he can tell his son that he did a good job on the Planning Commission, he can tell his wife he did a great job, and he can tell the citizens of Troutdale who rely on him to make those decisions that he's done a good job. If people are not happy with that, that's okay with him.

Commissioner Grande said the Commissioners are appointed by the City Council so if they have a problem with any of us, they can tell us goodbye. Commissioner Prickett said when she is in a Commission meeting, she listens (as they all do) to the citizens who come to speak to us and they are the most important. She makes her decision on what's right for them. She can go home at night and know she's done a great job and the Commission has made great decisions. She thanked Mr. Wilcox for his questions and comments.

Tom Bouillion of the Port of Portland asked to speak about the Troutdale Development Code update; he offered to wait until the work session and the Commission accepted (see March 30, 2016, Work Session minutes).

4. **Old Business.** None.
5. **New Business.** None.
6. **Department Reports.** Mr. Damgen distributed a flier on *The Big Spring Cleanup Event* (see **Exhibit A**) scheduled for April 30th and May 4th, and also previewed upcoming land use items that will be coming before the Commission in the near future. Staff has been busy reviewing applications, and answering a number of phone calls. A new Planning Director has been appointed, Steve Sparks, and will begin his work with the City on April 11th. Commissioner Woidyla gave a brief update on the approval of Option C by

the Port of Portland for the Troutdale Airport property, and added that he thought the Port heard the people.

7. **Commissioner Concerns and Initiatives.** The Commission congratulated Commissioner Sheets on the recent birth of his new son. The March 22nd City Council meeting was briefly discussed. Chair Staffenson said at that meeting the Council had their final discussion on the Capital Improvement Plan (CIP) list (see **Exhibits B and C**). Staff made their presentation, he did a follow-up presentation, and the recent CIP was adopted with a number of changes. It will be finalized, passed and in next year's budget. He thanked the Commissioners for their work on it.
8. **Adjourn. Commissioner Sheets moved, with a second by Commissioner Kranz, to adjourn. The motion passed unanimously and the meeting adjourned at 7:32 p.m.**
9. **Work Session – Development Code Update.** See the minutes for March 30, 2016, Work Session.

Tanney Staffenson, Chair

Date

Attest:

Rooney Barker, Transcriptionist