

MINUTES
CANBY PLANNING COMMISSION
Regular Meeting
March 14, 1994
7:30 p.m.

APPROVED

I. ROLL CALL

Present: Commissioners Gustafson, Maher, Elliot and Wiegand.

Staff Present: Robert Hoffman, Planning Director; James Wheeler, Assistant Planner; and Joyce Faltus, Secretary.

Others Present: Richard and Florence Ball, Ray and Mary Hellhake, Mark Recker, Roger Walker, Jimmy Luey, Neil Wilson, Eugene L. Cole, Smith French, Larry Chapman, Frank Hosford, Pete Kelly, Nathan Hygland, Charlie Hagl, Roger Reif, Jan Vlcek.

II. MINUTES

The minutes of February 14, 1994 were approved unanimously.
The minutes of February 28, 1994 were approved unanimously.

III. CITIZEN INPUT ON NON-AGENDA ITEMS

None

IV. COMMUNICATIONS

None

V. FINDINGS

None

VI. NEW BUSINESS

None

VII. COMMISSION DISCUSSION OF PLANNING ISSUES

The Commission agreed to hold this discussion to the March 28th agenda.

VIII. PUBLIC HEARINGS

MLP 93-08, an application by Canby Fire Protection District #62 for approval to partition a 4.11 acre parcel into two lots, approximately 2.11 and 2 acres, respectively. The applicant is proposing to construct a fire station to house fire and emergency vehicles, and to eventually house equipment and staff. The site is located on the southwest corner of Highway 99-E and S. Pine (Tax Lot 800 of Tax Map 3-1E-33DA). (Continued from December 13, 1993.) ***Continued from January 24, 1994.***

Commissioner Maher asked if any Commissioners had ex-part contact or conflict of interest. None was indicated. She then explained the hearing process and procedures and referred to the criteria for Minor Land Partitions, which was posted.

Jim Wheeler presented the staff report. He reminded the Commission that the applicant is applying for a minor land partition of a 4.11 acre parcel on S. Pine and Highway 99-E, across from the Fairgrounds entrance, into two parcels approximately 2 acres each. The request for continuances arose due to the need for the applicant and City to reach an agreement regarding the right-of-way dedication and compensation. The City and the applicant have arrived at an agreement regarding compensation for the triangular piece, approximately 4,100 square feet, required for dedication to realign Pine and 99-E. This piece is necessary in order to construct the realignment of the Pine Street/Highway 99-E intersection. As it is more than is normally required as part of a Minor Land Partition, staff recommends that the Commission recommend to Council that the City compensate the applicant for the additional land. The City already has full dedication of 20 feet of right-of-way along the 91 feet of property frontage along 99-E and from that point, the City is seeking 20 feet of dedication, going south, along S. Pine to where it turns into S.E. 3rd. The right-of-way dedication is necessary to provide an industrial grade road and urban level services both to the southern part of this property and to properties located further to the south and east. Mr. Wheeler then reviewed the proposed alignment design of the property along S. Pine and 99-E.

In reviewing the proposed conditions, Mr. Wheeler explained that the original condition #8 was revised to reflect the appropriate requirement for land dedication for road improvement purposes. Condition #9 was also revised to account for the western portion of the frontage along Highway 99-E which is

undeveloped. It now requires that an 8 foot sidewalk be constructed along the undeveloped portion and a 4' sidewalk be constructed along the developed portion where the gas station is situated. As a result of the agreement reached between the City and the applicant, Condition #10 has been revised to reflect the industrial road project parameters, and now includes the subject parcel as a part of the project that will be completed by the City. Street trees will be required as part of the Minor Land Partition and improvements as they are not part of the industrial road project. Condition #11 deals with the storage buildings which will have to be removed if they are found to be in the setback areas. The City is concerned about the timing of the removal of the "junk" piles, which is considered an improvement. If they are not removed at the time of signing of the final plat, they will have to be bonded, or some form of surety bond will be required to insure their removal.

Applicant

Pete Kelly submitted a surveyor's drawing depicting where the right-of-way would be, with an attached letter describing the boundary locations, which are not exact yet. The City Engineer has not set boundary stakes yet, for the surveyor to work from. An appointment has been made to do so next week. Mr. Kelly further stated that the chicken coops on the property will not be set back far enough once the 20 foot easement is given. The applicant anticipates removing the coops as quickly as possible, but doing so is weather-dependent. He requested that the owners be allowed to submit a surety bond, as security, in the event they are not removed. Mr. Kelley further requested that building the sidewalks on 99-E be delayed until parcel #1 is improved. He explained that there is blacktop on 99-E from the curb to the gas station and up to where the large Pine tree is, creating a solid, although not concrete, walkway. Regarding the planting of trees along Pine Street, Mr. Kelly stated that the fire department is going to need uncomplicated ingress and egress for the trucks and ambulances and that trees could create a problem for them.

Smith French, Fire Chief, stated that City staff would have to specify exactly where trees were to be placed. For the most part trees could only be placed in the far southerly portion of the parcel, he explained, so as not to obstruct the view. Mr. Hoffman explained that there is a City ordinance which states driveways could only be 40' wide, with a minimum distance of 40 feet between driveways, and if the fire department plans require wider driveways they would have to apply for an exemption. Furthermore, if the applicant wanted to plant less than the required 1 tree/40 feet of frontage, another exemption would be required.

With no additional testimony, the public portion of the hearing was closed for Commission deliberation. Issues discussed included:

1. The Commission discussed the drawings which the right-of-way is based upon, and inquired as to their approval. Staff explained that ODOT's concerns have been incorporated into the drawings and that they were drawn up by the City Engineer.
2. The Commission discussed the required trees. Staff explained that the Commission could require trees prior to occupancy of any development on Parcel #2, but that the requirement includes trees on Parcel #1. It could also be conditioned prior to the signing of the final plat, but that would need to be bonded. The Commission discussed the Fire Department's concerns about having an unobstructed concrete driveway. It was agreed not to require trees before occupancy so the area could be reviewed during a Site and Design Review of the site.

Staff explained about tree planting easements next to the right-of-way along with the utility easement, which would encourage City staff's planting of trees at a reduced cost. This would also reduce the amount of bonding, but the tree planting easement would have to be denoted on the plat.

3. The Commission discussed the sidewalk in front of the existing gas station and questioned whether the 4' sidewalk would be approved by ODOT. Staff explained that the sidewalks are Canby requirements, not ODOT's and that ODOT was only concerned if new accessways were proposed from the highway.
4. Mr. Hoffman explained to the Commission that staff received a letter from the owners of the property stating that they agreed to the City's terms spelled out in John Kelley's letter.
5. The Commission discussed the bond for improvements. Staff explained that this was acceptable to the City.
6. Mr. Hellhake inquired why street trees were being required for a Minor Land Partition when development is not being reviewed at this time. Mr. Hoffman explained that there is now an ordinance that requires street trees be planted for all new partitions or subdivisions.

Based on the findings and conclusions contained in the December 3, 1993 staff report, the March 11, 1994 supplemental staff report, on testimony at the December 13, 1993 and March 14, 1994 hearings, and on Commission deliberation, **Commissioner Elliot moved for approval of MLP 93-08 with the following conditions:**

1. A final partition plat modified to illustrate the conditions of approval, shall be submitted to the City Planner for review and approval. The final partition plat shall reference this land use application -- City of Canby, Planning Department, File No. MLP 93-08.
2. The final partition plat shall be a surveyed plat map meeting all of the specifications required by the Clackamas County Surveyor. Said partition map shall be recorded with the Clackamas County Surveyor and Clackamas County Clerk, and a copy of the recorded map shall be provided to the Canby Planning Department.
3. A new deed and legal description for the new parcels shall be prepared and recorded with the Clackamas County Clerk. A copy of the new deeds shall be provided to the Canby Planning Department.
4. All monumentation and recording fees shall be borne by the applicant.
5. Permanent utility construction and maintenance easements including, but not limited to, electric and water cables, pipeline conduits and poles shall be provided as follows:

6 feet in width along interior lot lines; and,
12 feet in width along exterior lot lines.
6. All utilities must meet the standards and criteria of the providing utility authority.
7. The land divider shall follow the provisions of Section 16.64.070 Improvements, in particular, but not limited to, subparagraph (O) Bonds, which requires a surety bond, personal bond, or cash bond for improvements, for any improvement not completed prior to the signing of the final plat. The bond shall provide for the City to complete the required improvements and recover the full cost of the improvements.
8. Twenty (20) feet of right-of-way along the east property line shall be dedicated to the City. This dedication shall extend from the existing dedication, approximately 97 feet south of the Highway 99-E right-of-way, to the southern right-of-way of S.E. 3rd Avenue, a total distance of approximately 565 feet. Additional right-of-way, a triangular shaped piece of land approximately 4073.31 square feet in size, in the northeastern corner of the subject parcel shall be dedicated. A legal description and/or the exact location shall be provided by the City and the City's consulting engineer, Curran-McLeod Engineering.

9. A four (4) foot sidewalk shall be constructed along Highway 99-E for the entire developed frontage of the property. An eight (8) foot sidewalk shall be constructed along the undeveloped Highway 99-E frontage of the property.
10. Street widening, including curbs and sidewalk, shall be constructed as a part of the Logging Road Industrial Park Advanced Financed Project. Street trees, 'Cleveland Select II" Norway Maples, shall be planted 40 feet on center. The caliper of the trees planted shall be at least 2". The street trees shall be required prior to the occupancy of any development on Parcel #2.
11. The storage structures shall be removed if they are located within the building setback requirements for the property.
12. The abandoned/"junk" vehicles and the "junk" piles shall be removed prior to the signing of the partition plat. The "junk" piles on Parcel 1 may be fenced instead of being removed prior to the signing of the partition plat.

Commissioner Gustafson seconded the motion and it carried unanimously.

CUP 94-03, an application by Luey Architects on behalf of the Canby Union High School District, for approval of short- and long-term projects. Short term projects include: (1) upgrade the existing 24' x 72' pole barn building for use as a storage building for field and athletic equipment; (2) construct home and visitors dugouts at one of the existing softball diamonds at the south end of the school site; and (3) relocate an existing free-standing independent modular classroom for temporary use as a conference room for the unified school district. Long term projects include: (1) the addition of four tennis courts and (2) construction of a 50' x 144' training room facility addition on the north side of the existing Blue Gymnasium Building. The parcel is located at 811 SW 5th Avenue (Tax Lot 700 of Tax Map 4-1E-4B).

Commissioner Maher asked if any Commissioner had ex-parte contact or conflict of interest. Other than visiting the site, but coming to no conclusions, none was indicated. She then reviewed the hearing process and procedures and referred to the posted criteria.

Bob Hoffman presented the staff report, explaining that the district has experienced inconvenience by having to submit Conditional Use applications and, sometimes, Design Review applications, for each minor improvement. He

explained that only the proposed uses, not the design, are under consideration at this time on the agenda, and that Site and Design Review would take place at a later time. Mr. Hoffman then reviewed the specific proposals on the site plan, explaining that short term project include upgrading the existing pole barn for use as a storage building; dugouts are proposed at the most southeasterly ball field; and an existing free standing modular classroom is proposed to be relocated for use as a conference room for the unified school district, adjacent to the existing school office building or just across from there. Long term projects include building 4 tennis courts adjacent to the existing tennis courts, and constructing a training room facility on the north side of the blue gymnasium building. Mr. Hoffman referred to previous concerns about parking capacity if multiple activities were scheduled at the same time. The school administration has submitted a formal commitment, in writing, that activities in the gymnasium and football stadium would not be scheduled at the same time so that increased parking would not be necessary. Staff recommends approval of the application, based on proposed conditions which Mr. Hoffman then reviewed.

Applicant

Jimmy Luey, Architect, explained that the modular classroom is proposed to be moved and used as an additional meeting room, due to the unification taking place in July, and will only be temporary. He concurred that there will be no simultaneous scheduling of major activities, which would require additional parking.

With no further testimony, the public portion of the hearing was closed for Commission deliberation. Issues discussed included:

1. The Commission considered the letter from the school district explaining the scheduling of major events in relation to parking conditions.
2. The Commission considered testimony from neighbors regarding the need for portable rest rooms on-site for those participating in sporting events.
3. The Commission expressed concern that a tree might be moved or damaged if the portable classroom was moved. The Commission accepted Mr. Luey's statement that the tree will definitely not be moved or harmed.

Based on the March 4, 1994 staff report, testimony at the hearing, and Commission deliberations, **Commissioner Elliot moved for approval of CUP 94-03 with the following conditions:**

1. A Site and Design Review Application shall be filed by the school district for any future additions or new buildings that are not exempted by the Ordinance, and necessary building and electrical permits, as required by the Building Official, shall be obtained for all improvements.
2. Additional service connection fees shall be paid prior to issuance of a building permit and all utilities shall be built to the requirements of the service providers.
3. The current Design Review of the "pole building" and proposed "softball dugouts" shall be satisfactorily resolved in relation to satisfactory buffer treatment and ultimate need for parking. Until that is done, only the "use" is approved, not the specific location for design or buffer treatment.
4. The proposed location of the building adjacent to the district office is not approved until replacement parking is provided. Either location indicated is approved.

Commissioner Wiegand seconded the motion and it carried unanimously.

DR 94-02, a Design Review application by Luey Architects on behalf of the Canby Union High School, for design approval to upgrade an existing pole barn structure for use as a field and athletic equipment storage building, and for construction of dugouts for the softball field. The school is located at 811 S.W. Fifth Avenue (Tax Lot 700 of Tax Map 4-1E-4B).

Commissioner Maher asked, once again, if any Commissioner had ex-parte contact or conflict of interest. None was indicated. She briefly reviewed the hearing process and procedures and referred to the criteria that was posted on the wall.

Mr. Hoffman presented the staff report. He explained that at this point on the agenda, the design of the dugouts and storage building were under review. On the site plan, he indicated where the dugouts are proposed to be constructed, on each side of the ball diamond. Because there are no setbacks indicated on the plans, Mr. Hoffman explained that he conditioned approval on their being at least 15 feet from the property line. The dugouts are proposed to be a maximum of 42" above ground. The untreated, galvanized steel pole building was originally just a roof structure supported by poles. It

was enclosed afterwards, without a building permit, and is adjacent to homes which have been built on South Cedar Loop, off S.W. 13th Avenue, the nearest of which is approximately 30 feet to the south. Reviewing the pole building in relation to the now-existing homes indicates the need for improving the siding on the pole building at least on the southern and western sides and/or the need for a landscaping/vegetative buffer across the entire rear residential property line behind the three adjacent homes. Skirting is not indicated on the plans, but should be provided, to ensure compatibility. Mr. Hoffman related a call he received regarding a neighbor's concerns about the lack of restroom facilities when the school buildings are closed during ball season, which concerns have been related to the school authorities. The neighbor, he stated, suggested putting restrooms in the pole building or the placement of portable restrooms. Staff recommends approval of the application with proposed conditions, which Mr. Hoffman reviewed. Proposed condition #4 refers to comments from neighbors who are concerned about the lack of parking. As the Commission has directed that for any discretionary land use application, sidewalks should be required, Mr. Hoffman pointed out that there are no sidewalks on S.W. 13th Avenue along the school's frontage. Mr. Hoffman explained that parking is quite a distance from the ballfields.

Applicant

Jimmy Luey, Architect, explained that although the building was originally used for agricultural classes and has been on the site for 22 years. As a newer agricultural building has now been constructed, and the old one is used for storing athletic equipment and ground maintenance equipment, it must be brought up to Code. The applicant proposes to remove the floor structure and pour a concrete slab, enclose the building, and make it earthquake resistant. Mr. Luey stated that he would recommend that the school district paint it a more neutral color so it does not have as much an industrial/agricultural appearance as it does now. He also recommended that a buffer be planted. The dugouts are very simple buildings, which will be approximately 5 feet high with a roof that is more pitched than the plans indicate. Mr. Luey explained that he could not speak for the school district with regard to 400 feet of sidewalk on 13th Avenue, especially due to Measure 5 budget constraints. Mr. Luey explained that, with regard to parking, there is an abundance of parking on the north end of the site. If parking on 13th proves to be a problem, it would be closed off and just the pedestrian area left open so neighbors could also use the facilities. Further, Mr. Luey explained that if events are scheduled with the school district, the building restrooms are available.

Nathan Hygland, Maintenance Supervisor, Canby Union School District, addressing the restroom issue, stated that the elementary fields are used more by the public than by the school district, and Canby Kids usually makes portable restrooms available at those fields. If necessary, Mr. Hygland stated that he was sure one could be located at the high school fields too. Permanent restrooms in the pole building would be too costly to build and maintain, he added.

Neither For Nor Against

Roger Walker, representing Cedar Ridge Homeowners Association, stated that he concurred that the living hedge is a good idea, as is repainting the shed to be more compatible with the neighborhood. Mr. Walker explained that he spoke to Mr. Hoffman about the restrooms. From his experience, lack of them causes abusive treatment of the woods leading to the stream. Mr. Walker explained that the neighbors are not finding that parking is causing a problem right now, especially since signs were posted last year. If the church grounds were going to be used for parking, Mr. Walker suggested installing gates also, so people could walk through to the fields.

Representatives of Canby Kids explained that portable restrooms are usually placed on the site by the time softball season starts and that they were surprised none were there yet.

Mark Recker, 1286 S. Cedar Loop, stated that he is in favor of the improvements. He addressed his concern about the view of the storage shed and agreed that if a buffer hedge was planted, he would be satisfied.

Neil Wilson, 1262 S. Cedar Loop, stated that he concurs with Mr. Recker's testimony entirely, and is in favor of the application. He thanked staff for making contact with the neighbors and supports the hedge buffer feature. Further, he concurred with Mr. Walker's suggestion that a gate be installed from the church parking lot to avoid foot traffic around the pole building.

Larry Chapman, 1070 S. Fir Court, Past President of Canby Kids, stated that portable restrooms are better than public ones, and that between Canby Kids and the school district, there should be no problem supplying them year-round.

Rebuttal

Jimmy Luey, Architect, stated that access, with no control, from the church parking lot could be a problem. Additionally, the school district would like to maintain the wooded area as it stands now, and foot traffic through it opens it up to potential misuse. The gate on 13th is more convenient for neighbors to access the site, he added.

With no further testimony, the public portion of the hearing was closed for Commission deliberation. Issues discussed included:

1. The Commission considered testimony from neighbors regarding the need for restrooms in the pole building, or portable restrooms on the grounds, especially during ball season. Both the school district and Canby Kids representatives agreed this was a necessity during ball season. Mr. Hoffman explained he had spoken with the principal who agreed this was a serious problem and would be taken care of. The Commission agreed that this issue is covered under Criteria #2 above, based on how this development affects surrounding properties.
2. The Commission discussed the need for treatment of the current siding on the pole building and the need for a landscape barrier hedge across the rear between 1250-1286 Cedar, to insure compatibility between the pole building and the residential area, in response to neighbors' concerns about the view of the storage shed. The Commission agreed that conditioning improvements to ensure compatibility between the pole building and the residential area would meet Design Review Criteria #2.
3. The potential use of the church parking lot was discussed. Mr. Luey explained that the school district wants to maintain the wooded area and would prefer that no gate be installed as it would open the wooded area to potential misuse.
4. The revised height of the dugouts was discussed. Mr. Hoffman explained that the dugouts would still be only 5' high with a pitched roof, and would be compatible to the area. The dugouts would be set back 15 feet from the property line.
5. The issue of a sidewalk along 13th Avenue was discussed. Mr. Hoffman explained that although the City would not have much leverage down the road, most likely an agreement could be worked out as before, where the school district would pay for materials and the City would absorb the labor.

Based on the findings and conclusions contained in the March 4, 1994 staff report, on testimony at the hearing, and on Commission deliberations, **Commissioner Wiegand moved for approval of DR 94-02 with the following conditions:**

1. The "dugouts" shall be set back at least 15 feet from the 13th Avenue property line.
2. The southerly and westerly facade of the storage structure shall be faced with neutral painted residentially compatible siding (e.g. ship-lapped or textured T-111) or the galvanized siding shall be painted a neutral color such as grey or beige **and** a 6 foot high opaque hedge shall be planted. Plant materials shall be at least 6 feet high within a 3-year time period. The hedge shall extend along the entire rear residential property lines of 1250 to 1286 Cedar Loop (unless specifically waived by the homeowners). Full skirting shall be provided of materials and color, consistent with the remainder of the structure.
3. A sidewalk shall be constructed along the entire property line along S.W. 13th Avenue at the time 13th Avenue is extended to Highway 99-E.
4. At the time S.W. 13th Avenue is extended to Highway 99-E and parking is no longer permitted along S.W. 13th Avenue adjacent to the baseball diamonds, alternative parking for the diamonds shall be provided, such as: 1) arrangements with the church for use of their parking lot; 2) and/or a parking lot constructed (with landscaped buffering) on the property at the end of S.W. 10th Avenue.

Commissioner Gustafson seconded the motion and it carried unanimously.

DR 94-03, a Design Review application by North Willamette Telecom for design approval to alter the existing three-sided, covered structure by constructing a partitioning wall through the middle, enclosing approximately one-half the floor area. The remaining one-half shall be left as an open, covered vehicle parking area. The use of the structure will change from a lumber storage area to an enclosed warehouse facility. The review will include public facilities improvements and landscaping for the .316 acre parcel. The parcel is located at the northeast corner of the intersection of S.E. 2nd Avenue and S. Juniper (Tax Lot 900 of Tax Map 3-1E-33DC).

Commissioner Maher inquired as to whether any Commissioner had ex-parte contact or conflict of interest. None was indicated. She briefly reviewed the hearing process and procedures and referred to the Design Review criteria posted on the wall.

Jim Wheeler presented the staff report, explaining that a Conditional Use application was approved last month. No changes are proposed for accessing the property or to the exterior of the building. The graveled parking and maneuvering area will have to be paved. Two parking spaces are required for the 2,000 square foot warehouse. Parking is proposed to be provided under the roof of the existing building. Although there is ample room for the 2 parking spaces, no specific spaces are shown on the plan. One of the designated parking spaces will need to be a minimum width of 8.5' and a minimum 19' in depth; the other will need to be a handicap parking space, with a minimum width of 17' and a minimum depth of 19' and will need to be designated and striped. The remainder of the area under the roof and the open area is proposed to be storage and vehicular maneuvering areas and, therefore, do not need to be striped. There is a provision in the ordinance that does require vehicle maneuvering area larger than 3,500 feet to meet the landscaping requirement but does not apply to utility vehicle storage areas, but 21% perimeter landscaping is proposed in the form of many trees and groundcover, with no bark dust. The trees proposed for the corner are not compatible with the vision clearance area and will need to be replaced with compatible trees. The existing sidewalk on S.E. 2nd Avenue is a full raised sidewalk and curb. The existing sidewalk on S. Juniper is a rollover curb. A full raised sidewalk and curb will be required as part of this approval. Proposed Condition #2 was amended to include this requirement. There is currently an access easement along the Hoffman Video property to the north, to the proposed development, on S.E. 2nd Avenue. The access is existing and will not be altered. Staff recommends approval with proposed conditions.

Applicant

Roger Reif, 273 N. Grant Street stated that he concurs with staff.

Larry Cole, 888 NW 12th Avenue stated that the trees on the corner, which were not compatible with the vision clearance area, were an oversight. They will be removed or replaced with another kind, he added.

With no further testimony, the public portion of the hearing was closed for Commission deliberation. Issues discussed included:

1. The Commission agreed that, based on Mr. Cole's testimony, the trees in the vision clearance area were no longer a problem.

2. The Commission discussed the curb and sidewalk issue and the access easement. The Commission agreed that the issue was covered in the amended proposed Condition #2.

Based on the findings and conclusions in the staff report dated March 4, 1994, on testimony at the hearing, and on Commission deliberations, **Commissioner Elliot** moved for approval of DR 94-03 with the following conditions:

1. Storm water design and construction of the paved area of the property shall be approved by the Canby Public Works Department. Downspouts and gutters shall be included for the building.
2. The curb and sidewalk design and construction shall be approved by the Canby Public Works Department. The curb to be constructed on S. Juniper Street shall be a full height curb from the existing curb at the intersection of S. Juniper Street and S.E. 2nd Avenue to the approach drive at the northern end of the property. The sidewalk shall be at the same elevation as the top of the curb.
3. The walkway on the north side of the building, from the door in the northern side of the building to the pedestrian gate in the fence along the northern property line shall be required only in conjunction with the construction of a door in the northern side of the existing building. The walkway between the door and the sidewalk on S. Juniper Street shall be constructed only if the existing gate between the building and Hoffman's Video to the north is redesigned to allow for pedestrian traffic on the walkway.
4. The incense cedars at the intersection of S. Juniper Street and S.E. 2nd Avenue shall be moved so as not to be located in the vision clearance area of the intersection (30 feet back from the intersection).

Commissioner Wiegand seconded the motion and it carried unanimously.

VIII. DIRECTOR'S REPORT

Mr. Hoffman reported that 27 Single Family Residential Home Building Permits were issued last month, four times the monthly average. Mr. Hoffman also called the Commission's attention to two articles he wrote for the Oregon Planning Directors' organization newsletter, explaining that he is a Board Member.

IX. ADJOURNMENT

The meeting was adjourned at 9:25 p.m.

Respectfully submitted,


Joyce A. Faltus