



Scio Planning Commission

Scio City Hall - 38957 NW 1st Avenue, Scio, Oregon

AGENDA

September 30, 2020 (7:00 PM)

ELECTRONIC MEETING

The Scio Planning Commission will be meeting electronically and not hold a live meeting at the Scio City Hall due to the COVID-19 pandemic. The public may submit public comments on agenda items by email to cityofscio@smt-net.com prior to 4:00 p.m. on September 30th.

The public can join the meeting from a computer or other electronic device by logging onto <https://us02web.zoom.us/j/86933487997> or dial in by phone US: 1.346.248.7799

Webinar ID: 869-3348-7977

Chairman - Beau Buganski

*Commissioner Richard Androes
Commissioner Ron Loewen*

*Commissioner Katrina Clouse
Vacant*

*Commissioner Ellie Ferguson
Commissioner Nicole Zedwick*

7:00 P.M. REGULAR SESSION

CALL TO ORDER:

ROLL CALL:

APPROVAL OF PLANNING COMMISSION MINUTES: July 29, 2020 Minutes

CORRESPONDENCE:

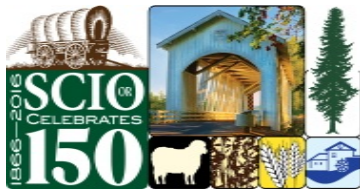
BUSINESS:

1. Public Hearing: *PL2020-08* – Scio Zoning Code Text Amendments
2. Scio Planning Commission Approval to Vacate City Owned Properties

ADJOURNMENT:

NEXT SCHEDULED PLANNING COMMISSION MEETING(S)

- Wednesday, October 28, 2020, 7:00 p.m. Scio City Hall



**SCIO PLANNING COMMISSION ELECTRONIC MEETING MINUTES
WEDNESDAY, July 29, 2020**

7:00 PM

COMMISSION MEMBERS PRESENT: Chairman Beau Buganski, Commissioners Richard Androes, Katrina Clouse, Ron Loewen and Nicole Zedwick, were all present via video. Commissioner Ellie Ferguson was present via phone.

STAFF PRESENT: Planning Consultant Dave Kinney, Assistant City Attorney Jeffrey Clayson and Administrative Assistant Cathy Martin were present via video. City Manager, Ginger Allen was present via phone

CALL TO ORDER: Planning Chairman Beau Buganski called the Scio Planning Commission to order at 7:08 p.m.

ROLL CALL: Roll call was taken with all members present. There is one vacancy.

APPROVAL OF MINUTES: The minutes of the June 3, 2020 meeting were reviewed.

Commissioner Clouse moved, Commissioner Loewen seconded, to approve the June 3, 2020 minutes as presented. Motion passed 6/0.

CORRESPONDENCE: None

AUDIENCE IN ATTENDANCE: Adam Clauson, NE Ash Street. As he was the only audience member in attendance, Mr. Clauson was asked if he had a preference as to which application was presented first. He stated that he had no preference.

BUSINESS:

1. Public Hearing: PL2020-06– City of Scio – Annexation and Zoning Map Amendment – Presented by Dave Kinney, Planning Consultant –

Buganski stated that this is a public hearing to consider Land Use File #2020-06, an application from the City of Scio, to annex the 14.82-acre lagoon site on SW 6th Avenue and rezone the site to a Public (P) zone. A copy of the agenda and hearing procedures are located on the city website, along with the staff report. Buganski declared the hearing open at 7:10 pm.

Buganski also noted that Oregon Land use law requires a statement be made available to those in attendance. The detailed Statement, with the information required under ORS 197.763(5), is also posted on the City’s website. He asked if anyone wanted the statement to be read, or if there were any questions or objections. There were no one asked for it to be read or raised any questions or objections to the statement.

Buganski asked if there were any objections to the notice that was sent in this case or if there were any objections to the jurisdiction of the planning commission to hear this case. There were no objections.

Buganski asked the planning commission members for declaration of Conflicts of Interest, Bias or Ex Parte Contact. Martin was asked to conduct a role call; Commissioners Androes, Buganski, Clouse, Ferguson, Loewen, and Zedwick stated they had none.

Ginger Allen, City Manager, made an opening statement on behalf of the city. She stated that she had been unaware that the city's lagoon property was not part of the city limits and upon the city moving forward with building the new public works shop, this came to our attention. In order for the city to make best use of property, the city is requesting the annexation and rezoning of the property.

Planning Consultant, Dave Kinney presented the staff report (see attached). Kinney stated that the city is applying for both a Zoning Map Amendment and Zone Change as well as Annexation of the property that currently contains the city's sewer lagoons. The property is 14.2 acres and comprised of 3 parcels. In order to simplify land use process in improving the site and constructing the new shop buildings, it is much easier to have the property all within the city limits. Staff recommendation was that the city should annex the property into the city limits. Staff report includes map of the property and the criteria that the city must comply with in order to approve the application. Following the public hearing before planning commission, the planning commission will make a recommendation to the city council. Notice of the public hearing was sent to the property owners within the notice area and agencies that may be affected by the application. The city did not receive any written testimony from the public. Agency comments were received from the Scio Fire District and Pacific Power these are included in staff report.

Scio Fire District's comments were that when the city is ready to build the new public works shop building, the city needs to ensure that water supply requirements are met and access for the structure meets the fire code requirements.

Pacific Power stated that they had no comments.

City Engineer, Ryan Quigley of The Dyer Partnership, sent a memo to the city after the staff report was distributed. In the letter dated July 21, 2020 his comments were that it is a benefit to the community and will simplify the ability for the city to develop the public works shop as well as any future wastewater lagoon improvements.

Kinney stated that the staff report then goes through the individual criteria. Pointing out a few of the criteria, Kinney stated:

- 1) The property at the lagoon site abuts Peter's Ditch and is located in the 100-year floodplain. One of the issues that the City is addressing is to try to remove the area next to 6th Avenue from 100-year floodplain. The actual elevation of the property is

- high enough that the city should be able to get a Letter of Map Amendment from FEMA to take that portion of the property out of the 100-year floodplain. The lagoons themselves will still stay within the floodplain, so everything south of Peter's Ditch will stay in the 100-year floodplain.
- 2) Public Facilities are required to be 3 feet above the 100-year base Flood elevation. So even though the property may be taken out of the floodplain, it will still be required to be elevated high enough so if there is a flood that is higher than the elevation indicated on the Flood Map, it will be safe and secure in the future. That area is shown in the staff report.
 - 3) Comprehensive Plan has clear policies that recommend the city acquire property when it is needed for necessary or essential public facilities. This application complies with this basic policy. When the existing city hall building is demolished the city shop will need to go someplace and placing it next to the city lagoon is a logical place for the shop.
 - 4) Annexation process - if the planning commission recommends to the city council to approve both the zone change and Annexation, the city council will have to adopt an ordinance that includes a map and legal description of the property. The map will then need to be submitted to Secretary of State's Office and Oregon Department of Revenue so that it can be updated on all of the statewide maps.

Chairman Buganski asked if there was anyone in attendance that wished to testify in support of the proposal. Buganski stated there were no Proponents.

Chairman Buganski asked if there was anyone who wished to testify in opposition to the proposal. Buganski stated there were no Opponents.

Chairman Buganski asked if anyone wished to provide any general testimony. Adam Clawson, 38757 NW Alder Street, asked if there were plans for the existing building? Kinney stated that the existing city hall and the existing shop building will be demolished. The city intends to design and construct a new city hall facility and library on the corner of NW Alder and NW 1st Avenue, this will include the lot to the east of the existing city hall. Androes and Buganski asked for clarification as the hearing in progress was for the City Lagoon site. Kinney stated that the relationship of the two applications is that if the city hall is demolished then the city has to have a place to move the public works shop to be relocated and the intent is to build a new shop building on SW 6th Avenue. City Manager Allen stated that the city's intention for the shop building located on the 6th street property will be maintained and upgraded in the future for storage.

Buganski asked Mr. Clausen if he had any addition comments at this time. He stated that he did not.

Buganski asked the Planning Commission if they had any questions of staff. Commissioner Zedwick asked about the LOMA and removal of area from the floodplain, does the elevation meet a certain criteria, how does that work? Kinney referred the commission to page 11 of the staff report Map 5 shows the LOMA application area.

Udell Engineering surveyed the property. The area highlighted on the map shows the area that is above the base flood elevation. Udell Engineering has determined the northeast area of the site meets the qualifications to be removed from the Special Flood Hazard Area.

Buganski asked if there were any further questions. There were none.

Kinney asked Assistant City Attorney, Jeffrey Clayson for clarification regarding process, the advertisement of the public hearing stated that there would be the hearing tonight and that the city would accept testimony prior to the hearing and at this meeting, since city has not received any written testimony and the public testimony tonight was not in opposition, he asked if the planning commission could close the public hearing, deliberate and make a recommendation to city council. Clayson asked when the second hearing was scheduled. Kinney stated that the notice indicated that we could hold it next week. Clayson stated that since there was no opposition and as long as the city informs the public that they can voice testimony at the council hearing, it will be fine to propose it to the city council. If there are any comments at that hearing, a second city council meeting may be necessary.

Kinney stated with that clarification from the Assistant City Attorney, his recommendation is to close the public hearing, approve the findings of fact and staff report, and staff's recommendation is to approve the annexation and rezone.

Buganski closed the public hearing 7:33 pm.

Buganski asked how come the lagoons were not annexed into the city sooner, is there any expectation of Linn County to do anything when it is in their jurisdiction. Kinney stated that there is no obligation on Linn County, often times lagoons are located out of town, surrounded by farmland. When the Comprehensive Plan was adopted the lagoon property was included in the city's Urban Growth Area, so in 1980 it was anticipated that the lagoon property would be annexed at some time. From the procedural standpoint of handling future improvements now is the time to annex it.

Buganski asked if there was any financial impact. Kinney stated that the benefit is that the city does not have to go through the county's conditional land use permit process as well as the city's as well as DEQ reviews. If it annexed into the city, the city only has to go through its processes and DEQ if there are any improvements made to the Sewer lagoon facility.

Commissioner Loewen stated that lagoons block a large area of the flood plain, and the site is elevated where the buildings are going, which is great, but we need to make sure that Peter's ditch is maintained. It would be good to have a plan to allow for more flow through that area. Kinney stated that this would need to be a discussion with the design engineer for when development occurs.

There were no further questions.

Commissioner Clouse moved, Commissioner Androes seconded, to recommend the City Council approve File 2020-06 to annex the 14.8-acre lagoon site on SW 6th Avenue and to concurrently rezone the property to a City of Scio Public (P) zoning district and to adopt the findings of fact in the Staff Report dated July 20, 2020. Motion passed 6/0.

Audience member, Adam Clauson, left the meeting following the vote.

2. Public Hearing: PL2020-07– City of Scio – Comprehensive Plan Amendment and Zoning Map Amendment – Presented by Dave Kinney, Planning Consultant –

Chairman Buganski stated that this is a public hearing to consider Land Use File #2020-07, an application from the City of Scio, to redesignate and rezone a 0.15-acre parcel at 38965 NE 1st Avenue in Scio from a Commercial plan designation and C-1 zone to a Public plan designation and Public Zone. The City recently acquired the site and demolished an existing building. The City council proposes to demolish the existing city hall and construct a new city hall and library facility on this block. A copy of the agenda and hearing procedures are located on the city website, along with the staff report. Buganski declared the public hearing open at 7:39 pm.

Buganski also noted that Oregon Land use law requires a statement be made available to those in attendance. The detailed Statement, with the information required under ORS 197.763(5), was also posted on the City's website. He asked if anyone wanted the statement to be read. There were no questions or objections to the statement.

Buganski asked if there were any objections to the notice that was sent in this case or if there were any objections to the jurisdiction of the planning commission to hear this case. There were none.

Buganski asked the planning commission members for declaration of Conflicts of Interest, Bias or Ex Parte Contact. Martin was asked to conduct a role call; Commissioners Androes, Buganski, Clouse, Ferguson, Loewen, and Zedwick stated they had none.

Ginger Allen, City Manager, gave a brief overview of the proposal. The city purchased the property that we are asking to be rezoned in March of 2019, with the intent of building a new city hall, combining the lots. The new city hall structure will be built upon the completion of the public works shop. Once the new city shop is constructed on SW 6th Avenue we will move the shop out of the existing building, city hall and library will move to the old SMTA office building to continue services there. We will then abate the old building, demolish it. The bid process is to take place the fall of 2021 and begin construction in March of 2022 and be completed by January 2023. These dates are subject to change, we are just entering into the design phase and signing scopes of work on the projects. Kinney asked about city involvement with the design, if there will be a time for the members of the public to give comments on the design of the building. Ms. Allen stated that the design firm has been requested to submit two 3-D conceptual design layouts of the buildings, after working with staff. These will then be presented to the

public during town hall meetings to get further input before selecting the final design. Allen stated that she is giving updates to the city council on a monthly basis regarding these projects.

Planning Consultant, Dave Kinney presented the staff report (see attached). Kinney gave a brief overview, the city's purpose is to rezone block so that it is all in a Public Zone and allow for a new city hall building to be constructed. Agency comments were the same from the Fire Department and Pacific Power. City Engineer made similar comments as on the lagoon property, that putting it all in the same zone makes it easier. The findings go through all of the criteria that are in the Statewide Planning Goals, Comprehensive Plan and Zone Change requirements. Kinney pointed out that in the Land Use Policies, the city spent a long time looking at the old downtown area along north Main Street, and there is a clear policy in the plan that says the retention of the city hall/library in the center of the city should be retained and should be redeveloped. This project will do exactly that. This is the primary issue, retaining city facilities in a place that is easily accessible to the public and is a focal point from a design as well as a locational standpoint. Staff's recommendation to approve application, comp plan amendment and zone change. There was no public testimony presented before this hearing and other than the question by Adam Clauson about what was going to be done with the facilities during previous public hearing, there was no other testimony provided on this application. Kinney asked Assistant City Attorney Clayson if the planning commission could proceed the same as on the previous public hearing with a motion to the city council. Mr. Clayson stated that his recommendation would be the same.

Chairman Buganski stated that there are no audience members in attendance, so are no Proponents.

Chairman Buganski again stated that there are no audience members in attendance, so there are no Opponents

Chairman Buganski stated that there are no audience members in attendance, so there is no General Testimony

Buganski asked if there was any questions for clarification. There was none. Buganski then asked if there were any addition comments that Ms. Allen or Mr. Kinney wanted to make at this time. There were no additions.

Buganski closed the hearing at 7:52 pm. Buganski made one comment, because of position of the board of the SMTA was aware of the city's plan to lease or rent space from the co-op but did not know any of the details. Kinney asked if it affects his ability to make a decision. Buganski stated that it does not affect his decision.

Buganski asked if there were any additional questions from the planning commission. There were none.

Commissioner Clouse moved, Commissioner Zedwick seconded, to recommend city council approve File 2020-07 to amend the Scio Comprehensive Plan Map to redesignate a 0.15-acre site at 38965 NW 1st Avenue from a Commercial plan designation to a Public plan designation and to concurrently rezone the property from Commercial (c-1) to Public (P) and to adopt the findings of fact in the Staff Report dated July 20, 2020 . Motion passed 6/0.

3. Property Line Adjustment: PL2020-06– City of Scio – City of Scio Lagoon Site on SW 6th Avenue – Presented by Dave Kinney, Planning Consultant –

Dave Kinney stated that this is straight forward application. Letter in packet, review of the application it combines the three tax lots that are on the lagoon site. The City will have to file new survey combining them all into one property, it will have one legal description. This allows the city to do modifications to the lagoons in the future and they don't have to worry about building encroachments across property lines. It complies with the property line adjustment requirements, it does call for the planning commission to review and either approve or deny the property line adjustment. Buganski asked if this requires a public Hearing. Kinney does not. It is part of the duties and responsibilities of the planning commission.

Commissioner Clouse moved, Commissioner Zedwick seconded, to approve the property line adjustment and conditions of approval, condition that city complete a survey and remove all property lines. Motion passed 6/0.

4. Property Line Adjustment: PL2020-07– City of Scio – City of Scio City Hall Site – NW 1st Avenue – Presented by Dave Kinney, Planning Consultant –

Dave Kinney stated that this is also a straight forward application. This combines the three tax lots on the corner of NW Alder and NW 1st Avenue and combines them into one parcel. City will file a new survey and one legal description. This gives the designers the ability to design a new city hall that is appropriate for the community. Staff recommendation is approval of the property line adjustment application with the condition of completing a survey.

Commissioner Zedwick moved, Commissioner Androes seconded, to approve the property line adjustment and conditions of approval as recommended. Motion passed 6/0.

Buganski asked about the design process and public involvement. Ms. Allen reviewed the process. Meetings will be held with the architect and staff to initially discuss the needs of services. A draft plan will submitted by the architect for initial review by staff and for some public comments prior to the construction of a 3-D visual. There will be community meetings along the way. Ms. Allen stated that the building will have a senior center area and a community meeting area.

Commissioner Ferguson stated that she works for the architecture firm that is doing the design, and asked if she needed to make a statement regarding that at some time. Kinney stated that she just made that a public record. If at some time a land use application comes up, where the planning commission has to make a decision, Ms. Ferguson would have a potential benefit from the project and would need to step away and not participate in the hearing decision. Ms. Ferguson is free to give input on the design to her employer as well as staff at city hall, but would not be able to participate in any decision by the planning commission.

Commissioner Androes asked what will the exterior look like – old and country or new and modern. Allen stated that we really don't think it would be modern as that would not fit in with the community livability. She anticipates that it will be more like a modern farmhouse type exterior, where it complements the new fire station building and embraces the history and agriculture centered around the community.

There were no further questions or comments.

Next meeting is August 26, 2020, at 7:00 p.m.

Meeting Adjourned at 8:06 p.m.

Cathy Martin
Administrative Assistant

David W. Kinney
Community Development Consultant
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August 25, 2020

To: Chairman Beau Buganski and Planning Commissioners

From: David W. Kinney, Planning Consultant

In RE: Scio Zoning Code Text Amendments

Issue Summary

The City Manager and Planning Consultant recommend the City update the city's parking standards in Sections 5.200 to 5.250 of the Scio Zoning Ordinance 561.

The City's parking standards make it difficult to develop/redevelop property in the City's commercial zone. Standards developed in the 1970's and 1980's do not encourage a compact development form and require more off-street parking than is necessary for "small-town" retail or service uses. Several property owners on N. Main Street have inquired about the City's parking standards.

- Existing commercial buildings on N. Main Street occupy 80%-100% of the lot area. If businesses expand or change uses, it is impossible to provide on-site parking.
- The City of Scio plans to redevelop the City Hall site at the corner of NW 1st Avenue and NW Alder Street. It cannot comply with the current off-street parking standards for a new building.
- Parking standards do not allow an on-street parking credit for spaces on the frontage next to a building, parking in an alley, or for location of off-street in another parking lot located within 500' of a commercial use.
- Design and construction standards for parking lots have not been updated in more than 20 years. New standards are needed to address ADA requirements, standard & compact spaces, loading zones, lighting, landscaping and access driveways.

Proposed Scio Zoning Ordinance Amendments

DLCD and ODOT have prepared a "Model Development Code for Small Cities" (2015 edition)". The Model Code includes updated parking standards and design requirements for Oregon's small towns.

The City staff has prepared a DRAFT ordinance to amend the parking standards in Sections 5.200 to 5.250 of the Scio Zoning Ordinance (Ordinance 561). The Draft ordinance dated August 2020 includes an explanation of each change in a text box under each proposed amendment. The Ordinance was submitted to DLCD as a proposed post-acknowledge plan amendment (PAPA) on August 24, 2020, 35-days prior to the Planning Commission public hearing.

Proposed Scio Zoning Code Amendments

Section 1.010 -- Definitions

1.010	“Parking Space”	Remove the 9’ x 20’ parking space dimension from the definition. This allows the City to allow for standard size spaces, compact parking spaces, on-street parking spaces and specialty loading areas with larger dimensions.
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Sections 5.200 to 5.250 -- Parking Standards

5.210 Applicability

5.210.A	Where Parking Regs Apply	Parking standards apply in all zones. Parking must be provided with new construction or expansion of a use.
5.210.B	N. Main Commercial Zone	Exempts the N. Main Commercial District from off-street parking requirements, as shown on map.
5.210.D	Calculating Parking Needs	Describes how City determines the # of parking spaces needed for a new building or expanded use.

5.220 Vehicle Parking Standards

5.220.A	Minimum Parking Standards	Updates Table 5.220.A for Residential, Public, Commercial and Industrial Uses. The City used the “Model Code” and “City of Albany” parking tables to modify the number parking spaces required. Reduces parking requirements for many commercial and industrial uses.
15.210.B	N. Main Commercial Zone	Exempts the N. Main Commercial District from off-street parking requirements, as shown on map.
5.210.D	Calculating Parking Needs	Describes how City determines the # of parking spaces needed for a new building or expanded use.
5.220.B	Credits for On-Street Parking	Allows a credit for on-street parking in front of a business.
5.220.C	Parking Location	Allows off-site parking on another parcel of land within 500’ of the use and for shared parking, when the times of use are different

5.220.D	Exceptions	Adds Section to enable the City to grant an exception to the minimum parking spaces required, based on a traffic engineering analysis.
5.220.F	Compact Cars	Allows for use of compact car parking spaces.
5.220.G	ADA Compliance	Requires provision of ADA parking spaces, signs & walks.
5.220.H	Design Standards	Updates parking stall design standards.

5.230 Off-Street Loading

5.230.A	Drop-off / Pickup Areas	Allows for pedestrian/student drop-off/pickup zones.
5.230.B	Loading Zones	Defines off-street loading zones – 12’ x 20’ loading area.

5.240 Off-Street Parking Area – Maintenance & General Provisions

5.240.A	Maintenance	Maintenance and continuous use of the parking lot “for parking” is required & the responsibility of the owner.
5.240.C	Storage Prohibited	Use of parking spaces for outdoor storage is prohibited.

5.250 Design, Plan Review and Construction

5.250.A	Parking Plan	Parking Plan submittal is required, including storm drainage system calculations and design.
5.250.B	Construction Standards	Describes hard surface pavement, storm drainage, wheel bumpers, curbs, driveway access (in/out), clear vision, lighting, striping and landscaping requirements.
5.250.C	Performance Bond	Requires property owner to build the parking lot at time of building construction and to provide a performance bond to guarantee completion of the parking lot improvement.

Decision Process:

These are legislative amendments to the Scio Zoning Ordinance. Two public hearings are required.

Planning Commission review:

August 2020	Staff prepared and reviewed the DRAFT amendments to the Zoning Code.
August 24, 2020	Notice was provided to DLCD more than 35 days prior to the initial public hearing before the Planning Commission.
September 2020	Notice was provided to Linn County and private utilities asking for agency comments prior to the Public Hearing.
September 30, 2020	Planning Commission Hearing & Recommendation: The Planning Commission will hold a public hearing on September 30, 2020 and forward their recommendation to the City Council.
October 12, 2020	City Council Hearing and Action. The City Council will hold a legislative hearing to consider the amendments. At the conclusion of the public hearing, the City Council may: <ul style="list-style-type: none">(1) Approve the code amendments as submitted,(2) Modify and approve code amendments as modified,(3) Refer the issue back to the Planning Commission for reconsideration, or(4) Reject the code amendments.

Staff Recommendation: **Approval**

Options:

1. Continue the public hearing.
2. Close the public hearing and leave the record open for ____ days.
3. Close the public hearing and refer the amendments back to the Planning Commission to make modifications or reconsider the zoning code amendments.
4. Recommendation to approve the zoning code amendments as presented (or as modified) and forward them to the City Council for consideration.

ORDINANCE NO. 6XX_____

AN ORDINANCE AMENDING ORDINANCE 561 – SCIO ZONING CODE

WHEREAS, the Planning Commission recommends various sections of the Scio Zoning Ordinance be amended to modify the parking standards that apply to a new development or expanded use as recommended in DLCD’s Model Development Code for Small Cities; and

WHEREAS, the Planning Commission held a public hearing on September 30, 2020 to consider the amendments and recommends the City Council adopt the proposed amendments; and

WHEREAS, the City Council held a public hearing on October 12, 2020; and

WHEREAS, on October 12, 2020 the City Council concurred with the Planning Commission recommendations;

NOW, THEREFORE, the City Council of the City of Scio hereby ordains as follows:

SECTION 1. Section 1.030 of the Scio Zoning Ordinance is hereby amended to amend the following definition:

38. **Parking Space.** An enclosed or unenclosed surfaced area of exclusive of maneuvering and access area, permanently reserved for the parking of one van, truck or passenger vehicle.

1.030 Parking Space. Removes 20’ x 8’ dimension for a parking space. See new Section 5.220.F on pages 8 and 9 for parking space dimensions figure and table.

SECTION 2. Sections 5.200 to 5.250 of the Scio Zoning Ordinance are hereby amended to read as follows:

Section 5.200. Vehicle Parking and Loading.

The design of parking areas and off-street loading areas is critically important to the viability of commercial uses, pedestrian and driver safety, the efficient and safe operation of adjoining streets, and community image and livability. The parking requirements are intended to be flexible. The standards provide for the number of parking spaces and for the location, size, and design of parking areas to ensure such areas can be accessed safely and efficiently.

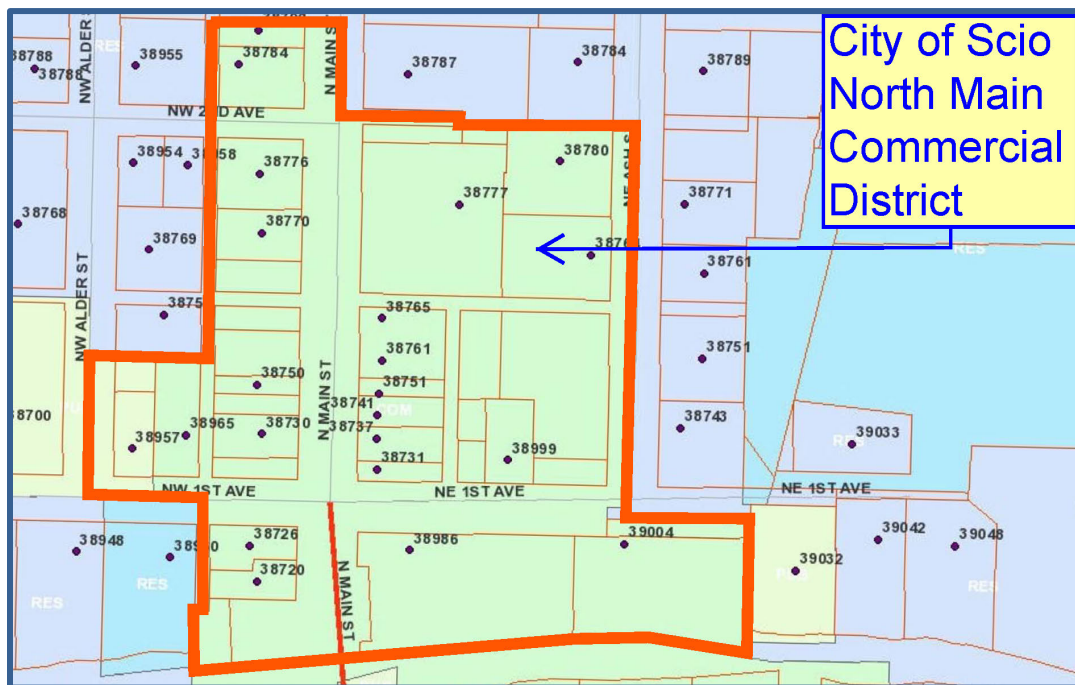
Section 5.210. Applicability.

A. Where Parking Regulations Apply. The regulations of Sections 5.210 to Section 5.250 apply to all parking areas in all zones, at all times, whether parking is required by this Code or put in for the convenience of property owners or users.

At the time of construction or expansion of a building or at the time of a change in use of an existing building to a use requiring additional parking spaces within any zone in the city, off-street parking spaces shall be provided in accordance with the requirements of this Code.

- B. North Main Street Commercial District.** Off-street parking spaces are not required for uses located within the North Main Street Commercial District, as shown Figure 5.210.B.

Figure 5.210.B
City of Scio North Main Commercial District



N. Main Street Commercial District. The Planning Commission may modify the boundary of the district. If approved, no new off-street parking will be required for new commercial uses.

- C. Occupancy.** All required parking areas must be developed in accordance with the requirements of this Code prior to occupancy of any structure on the subject site. Landscaping, screening, lighting or other site improvements that are shown on the approved parking lot design plans must also be installed and approved by the City prior to occupancy.

D. Calculations of Amounts of Required and Allowed Parking.

1. When computing parking spaces based on floor area, the area measured is the combined floor area of each level of a building, exclusive of vent shafts, stairwells, elevator shafts, restrooms, storage rooms, mechanical/equipment rooms and

enclosed/covered parking areas.

2. The number of parking spaces is computed based on the primary uses on the site. When there are two or more primary uses, the minimum number of parking spaces for the site is the sum of the minimum required parking for the individual primary uses on the site and for each level of the building.

Example: A 10,000 square foot building includes a 3,000 square foot retail area (Area 1) and a 7,000 square foot warehouse area (Area 2). The minimum number of required parking spaces is computed separately for the retail and warehouse uses. The required number of parking spaces is the sum for both uses (Parking Spaces for Area 1 + Parking Spaces for Area 2 = Total # of Required Parking Spaces).

E. Use of Required Parking Spaces. Except as otherwise provided by this section, required parking spaces must be available for residents, customers, or employees of the use. Required parking spaces may not be assigned in any way to a use on another site, except for shared parking pursuant to Section 5.220.C.

F. Proximity of Parking to Use.

1. Residential Uses. Required parking spaces for residential uses must be located on the site of the residential use or on a parcel or tract owned in common by all the owners of the properties that will use the parking area.
2. Non-Residential Uses. Required parking spaces for nonresidential uses must be located on the site of the use or in a parking area that has its closest pedestrian access point within 500 feet of the site [See Section 5.220.C – “Parking Location and Shared Parking”].

G. Improvement of Parking Areas. Vehicle parking is allowed only on streets with an improved (paved/PCC) shoulder of sufficient width; within garages, carports, and other approved structures; and on driveways or parking lots that have been developed in conformance with this Code.

Section 5.220 Vehicle Parking Standards.

The number of required off-street vehicle parking spaces shall be determined based on the minimum standards in Section 5.220.A.

A. Minimum Standards

Table 5.220.A – Vehicle Parking – Minimum Standards

The minimum number of required off-street vehicle parking spaces shall be determined in accordance with the following standards. Off-street parking spaces may include spaces in garages, carports, parking lots, and/or driveways if vehicles are not parked in a vehicle travel lane (including emergency or fire access lanes). Credit shall be allowed for “on-street parking”, as provided in Section 5.220 B.

Scio’s current parking standards are noted in RED

Residential Uses

Single Family detached housing, including manufactured homes on individual lots

2 spaces for each home on an individual lot **(Same)**

Table 5.220.A – Vehicle Parking – Minimum Standards	
Single-family attached housing and two-family housing (Duplex) units	2 spaces per dwelling unit (Same)
Multi-family housing (3 or more dwelling units), apartments or similar group living facilities.	1.5 spaces per dwelling unit Scio requires 2 spaces per unit for a tri-plex; Scio requires 1.5 spaces for multi-family housing.
Manufactured Home Parks	2 parking spaces for each manufactured home (Same)
Retirement center, nursing home, assisted living center or similar care facility	1 space/ 2 patient beds or 1 space/ apartment unit, or combination thereof. Scio requires 1 space per two beds.
Commercial Uses	
Auto, boat or trailer sales, retail nurseries and similar uses	1 space per 1,000 sq. ft. of gross land area (1 st 10,000 square feet), and 1 space per 5,000 sq. ft. of gross land area (after 1 st 10,000 sq. ft. of gross land area); and 1 space per 2 employees (Scio requires 1 space per 600 sq. ft. of floor area)
Retail sales	1 space per 350 sq. ft. of gross floor area. (Scio requires 1 space per 200 sf)
Bulk retail sales – furniture, appliances or similar	1 space per 750 sq. ft. of gross floor area (Scio requires 1 space per 600 sq. ft. of floor area)
Medical/Dental Offices	1 space per 350 sq. ft. of gross floor area. (Scio requires 1 space per 300 sq. ft. of floor area)
Personal services (hair salons or similar)	1 space per 500 sq. ft. of gross floor area.
Professional, real estate, insurance, general office and financial institution	1 space/500 sq. ft. of gross floor area (Scio requires 1 space per 300 sf of floor area plus 1 space per 2 employees)
Repair shops	1 space per 600 sq. ft. of gross floor area. Same
Bed and Breakfast, hotels and motels	One space for each guest room, plus one space for the manager/owner (Scio requires 1 space per 80% of guest rooms, plus one additional space (for owner or manager)).
Restaurants, café, bar, eating establishment	1 space per 4 seats or 1 space per 200 sq. ft. gross floor area, whichever is less (Scio requires 1 space per 200 sq. ft. gross floor area)
Theaters, auditoriums, gymnasiums and similar assembly uses	1 space/4 seats (Same)
Industrial Uses	
Industrial uses, except warehousing	1 space/2 employees on the largest shift or for each 700 sq. ft. of gross floor area, whichever is less, plus one space per company vehicle (Scio requires 1 space per employee plus 1 space per 600 sq. ft. of gross floor area).
Self-service storage (Mini-Storage)	Two spaces plus adequate space for traffic circulation, loading and unloading.
Warehousing	1 space/ 1,000 sq. ft. of gross floor area or for each 2 employees, whichever is greater, plus one space per company vehicle. (Scio requires 1 space per employee plus 1 space per 600 sq. ft. of gross

Table 5.220.A – Vehicle Parking – Minimum Standards	
	floor area)
Public Utilities (not including business offices)	1 space/ 2 employees on the largest shift, plus one space per company vehicle; a minimum of two spaces is required.
Public and Institutional Uses	
Pre-school, day care, or child-care centers	1 space per 2 employees plus 1 space per 10 children being cared for; plus a designated drop-off/pickup parking space. A minimum of 2 spaces are required.
Churches and places of worship	1 space/ 6 seats (Same)
Libraries, reading rooms, museums and art galleries	1 space / 2 employees plus 1 per 500 sq. ft.
Public Assembly	1 space per 75 sq. ft. of public assembly area
Schools, elementary and junior high	1.5 spaces/ classroom, plus 1 per 2 employees.
Exceptions or Unspecified Uses: Where a use is not specifically listed in this table or is not similar to a use listed in this table, an alternative parking requirement shall be determined and approved by the City. The City may determine the number of parking spaces based on either (1) existing parking standards from another city, the ITE Parking Generation Manual or other professional organization or (2) a parking demand analysis prepared by a traffic engineering professional that is submitted by the applicant for the proposed development.	
Exemption for North Main Street Commercial Subdistrict. No off-street parking spaces are required for commercial uses in the North Main Street Commercial Subdistrict, per Section 5.210.B. However, the “maximum parking” standards in Section 5.220.E apply if off-street parking spaces are provided for a commercial use.	

Table 5.220.A will replace the following table from the Scio Zoning Ordinance No. 561.

Use		Standards
A.	Residential	
	1. One-family dwelling, two-family dwelling including manufactured home used as a dwelling;	Two spaces per dwelling
	2. Multiple-family dwelling;	Two spaces per dwelling unit
	3. Boarding, lodging or rooming houses;	Spaces equal to 80 percent of the number of guest accommodations plus one additional space (for owner or manager).
B.	Institutional	
	1. Hospital, convalescent hospital, nursing home, sanitarium, residential home or facility	One space per two beds for patients.
C.	Place of public assembly	
	1. Church, club, lodge, or other auditorium:	One space for four seats or eight feet of bench length in the main auditorium
	2. Library; reading room;	One space for 400 square feet of floor area plus one space per two employees
	3. Nursery, primary school;	Two spaces per teacher.
	4. Elementary or junior high school;	One space per classroom plus one space per administrative employee or one space per four seats or eight feet of bench length in the auditorium or assembly room, whichever is greater.
	5. High School	One space per classroom plus one space per administrative employee plus one space for each six students or one space per four seats or eight feet of bench length in the main auditorium, whichever is greater.
	6. College, commercial school for adults:	One space per five seats in classrooms.
D.	Commercial.	
	1. Retail store except as provided in subsection (2) of this section.	One space per 200 square feet of floor area.
	2. Service or repair shop, retail store handling exclusively bulky merchandise such as automobiles and furniture.	One space per 600 square feet of floor area.
	3. Bank, office or clinic:	One space per 300 square feet of floor area plus one space per two employees.
	4. Eating or drinking establishment:	One space per 200 square feet of floor area.
	5. Mortuaries	One space per four seats or eight feet of bench length in chapels.
E.	Industrial uses:	
	1. Storage warehouse; manufacturing establishment; freight terminal; wholesale establishment;	One space per employee plus one space per 600 square feet of patron serving area.

Section 5.220 Vehicle Parking Standards. (Continued)

B. Credit for On-Street Parking. Within the Commercial Zoning District, the City may allow a credit for available on-street parking adjacent to the development. The amount of required off-street parking shall be reduced by one space for every on-street parking space adjacent to the development. On-street parking shall follow the established configuration of existing on-street parking, except that angled parking may be allowed for some streets, where permitted by City and the applicable roadway authority. The following constitutes an on-street parking space:

1. Parallel parking, each 22 feet of uninterrupted curb;
2. Diagonal, each with 9 feet of curb
3. 90-degree (perpendicular) parking, each with 9 feet of curb;
4. Curb space must be connected to the lot which contains the use;
5. Parking spaces that would not obstruct a required clear vision area, nor any other parking that violates any law or street standard; and
6. On-street parking spaces credited for a specific use may not be used exclusively by that use but shall be available for general public use at all times.

C. Parking Location and Shared Parking.

1. Location. Vehicle parking is allowed only on approved parking shoulders (streets), within garages, carports and other structures, or on driveways or parking lots that have been developed in conformance with this Code.
2. Off-site parking. Except for single family dwellings, the vehicle parking spaces required by this Chapter may be located on another parcel of land, provided the parcel is within 500 feet of the use it serves. The distance from the parking area to the use shall be measured from the nearest parking space to a building entrance following a sidewalk or other pedestrian route. The right to use the off-site parking must be evidenced by a recorded deed, lease, easement, or similar written instrument.
3. Mixed uses. If more than one type of land use occupies a single structure or parcel of land, the total requirements for off-street parking shall be the sum of the requirements for all uses, unless it can be shown that the peak parking demands are actually less (i.e., the uses operate on different days or at different times of the day). In that case, the total requirements shall be reduced accordingly. *[See Section 5.220.D "Calculation of Amounts of Required Parking"]*
4. Shared parking. Required parking facilities for two or more uses, structures, or parcels of land may be satisfied by the same parking facilities used jointly, to the extent that the owners or operators show that the need for parking facilities does not materially overlap (i.e., uses primarily of a daytime versus nighttime nature), and provided that the right of joint use is evidenced by a recorded deed, lease, contract, or similar written instrument establishing the joint use.
5. Availability of facilities. Owners of off-street parking facilities may post a sign indicating that all parking on the site is available only for residents, customers

and/or employees, as applicable.

D. Exceptions and/or Reductions: An applicant may propose a parking standard that is different than those listed in Section 5.220.A.

1. The applicant's proposal shall consist of a written request with an explanation why the parking space reduction is appropriate for the proposed use(s).
2. The City may require a parking analysis prepared by a qualified traffic engineering professional. The parking analysis shall assess the average parking demand for existing and proposed uses on the site, proposed # of parking spaces and opportunities for shared parking.
3. The City may approve the proposal or a partial reduction in the number of parking spaces, if it finds
 - a. the applicant will provide an adequate number of parking spaces to serve the proposed uses, and
 - b. the proposal will not negatively impact on-street parking for other uses in the area, and
 - c. the proposal will not create traffic circulations problems or safety hazards on adjacent streets.
4. The Planning Commission is the decision authority. *[Alternative: The City Manager may approve a partial reduction in the number of parking spaces required for an application that is a "change in use" or "building permit" and does not require a public hearing before the Planning Commission.]*

E. Maximum Number of Parking Spaces. The number of off-street parking spaces provided shall not exceed the required minimum number of spaces required by this Section by more than 25%. Spaces provided on-street do not apply towards the maximum number of allowable spaces. Parking spaces provided through "shared parking" also do not apply toward the maximum number.

F. Compact Car Parking. No more than 40% of the parking spaces provided may be designated for compact cars. Compact car spaces must be signed and/or the space painted with the words "Compact Car Only".

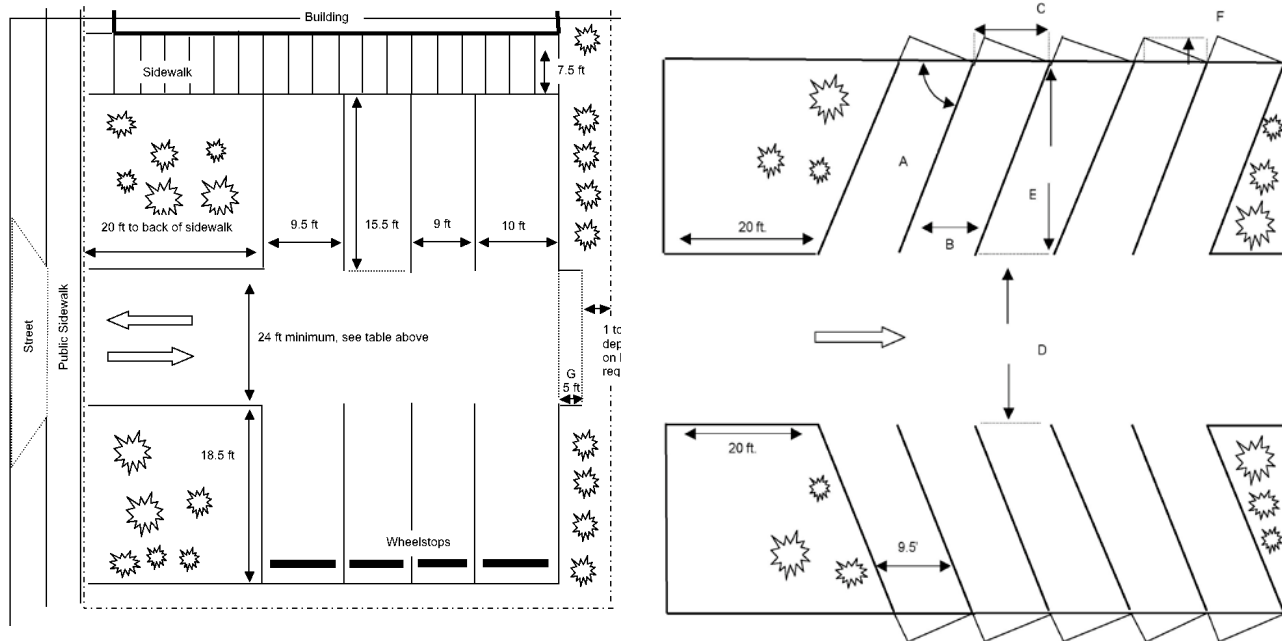
G. American with Disabilities Act (ADA) Parking Requirements. Accessible parking shall comply with ADA and Oregon Structural Specialty Code requirements, including, but not limited to, the minimum number of spaces for automobiles, van-accessible spaces, location of spaces relative to building entrances, accessible routes between parking areas and building entrances, striping, identification signs, lighting, and other design and construction requirements.

H. Parking Stall Standard Dimensions and Compact Car Parking. All off-street parking stalls shall conform to City standards for surfacing, storm water management and striping, and provide dimensions in accordance with the following Figure 5.220.H and Table 5.220.H.

Ryan – Table and Drawings from DLCD Model Code & City of Albany Code – Modify as needed. Does the City want compact spaces to be a minimum of 8' wide rather than 7.5' wide.

Table 5.220.H Minimum Parking Space and Aisle Dimensions								
Angle (A)	Type	Stall Width (B)	Curb Length (C)	1-Way Aisle Width (D)	2-Way Aisle Width (D)	Stall Depth (E)	Bumper Overhang (F)	Dead-End Backup (G)
0° (Parallel)	Standard	8 ft.	24 ft.	12 ft.	24 ft.	8 ft.	NA	NA.
30°	Standard Compact	9 ft. 7 ft. 6 in.	18 ft. 15 ft.	12 ft.	24 ft.	17 ft. 14 ft.	2 ft. 3 ft.	5 ft. 5 ft.
45°	Standard Compact	9 ft. 7 ft. 6 in.	12 ft. 6 in. 10 ft. 6 in.	13 ft.	24 ft.	19 ft. 16 ft.	2 ft. 3 ft.	5 ft. 5 ft.
60°	Standard Compact	9 ft. 7 ft. 6 in.	10 ft. 6 in. 8 ft. 6 in.	18 ft.	24 ft.	20 ft. 16 ft. 6 in.	2 ft. 3 ft.	5 ft. 5 ft.
90°	Standard Compact	9 ft. 7 ft. 6 in.	9 ft. 7 ft. 6 in.	24 ft.	24 ft.	19 ft. 15 ft.	3 ft. 3 ft.	5 ft. 5 ft.

Figure 5.220.H – Parking Stall Dimensions



NOTES:

- (1) For one row of stalls, use “D” plus “E” as the minimum width.
- (2) When appropriate bumper overhang area is provided (extruded curbs), “F” can be subtracted from “E” to determine stall depth.
- (3) Backup areas identified as “G” must be at least five feet from the property line.

Section 5.230. Off-Street Loading.

- A. Passengers Pickup/Drop-off Areas.** A driveway designed for continuous forward flow of passenger vehicles for the purpose of loading and unloading children shall be located on the site of any school having a capacity greater than 25 students.
- B. Merchandise, materials or supplies.** Buildings to be built or substantially altered which receive and distribute material or merchandise by truck shall provide and maintain off-street loading spaces in sufficient numbers and size to adequately handle the needs of the particular use. A standard off-street loading space will be 12' wide x 20' long.

Section 5.240. General Provisions - Off-Street Parking.

- A. Provision and Maintenance of Off-Street Parking.** The provision and maintenance of off-street parking and loading spaces are continuing obligations of the property owner.
 - 1. No building permit shall be issued until plans are presented that show property that is and will remain available for exclusive use as off-street parking and loading space. The subsequent use of property for which the building permit is issued shall be conditional upon the unqualified continuance and availability of the amount of parking and loading space required by this ordinance.
 - 2. Should the owner or occupant of a lot or building change the use to which the lot or building is put, thereby increasing off-street parking or loading requirements, it shall be unlawful and a violation of this ordinance to begin or maintain such altered use until the required increase in off-street parking or loading is provided.
- B. Exceptions or Unspecified Uses:** Where a use is not specifically listed Table 5.220, parking requirements shall be determined by the City. The City will determine the number of parking spaces required for the proposed use based on a review of (1) existing parking standards from another city or professional organization or (2) a parking analysis submitted by the applicant for the proposed development that is prepared by a traffic engineering professional.
- C. ~~F.~~ Use of Parking Spaces for Outdoor Storage Prohibited:** Required parking spaces shall be available for the parking of operable passenger automobiles of residents, customers, patrons and employees only, and shall not be used for storage of vehicles or materials. ~~or for the parking of trucks used in conducting the business or use.~~

Section 5.250. Off-Street Parking – Plan Review, Design and Performance Guarantee.

- A. Parking Plan Submittal.** Plans for the parking lot(s) and loading area(s) shall be submitted concurrently with a land use application or a building permit application, whichever comes first. Parking lot design plans shall include storm drainage calculations and engineering plans as required by Section 13.050 of the Scio Zoning Ordinance, in compliance with the City of Scio Public Works Design standards.
- B. Design and Construction Requirements.** Design and construction requirements for parking lots shall include the following:
 - 1. Surfacing. All required parking, driveways and access aisles shall be paved with a durable, dust-free surface of asphalt, cement concrete or other material approved by the City Engineer. Pervious pavements may be allowed by the City Engineer.
 - 2. Drainage. All parking lots must provide a drainage system to dispose of the run-off generated by the impervious surface. Parking lots shall be drained to avoid flow of

- water across public sidewalks.
3. **Perimeter Curb.** Perimeter curbing is required for protection of landscaped areas, pedestrian walks and to prevent runoff onto adjacent properties. Parking spaces along the outer boundaries of a parking lot shall be contained by a curb at least four inches high and set back a minimum of five feet from the property line.
 4. **Wheel Bumper.** All parking stalls fronting a sidewalk, alleyway, street or property line, except for those designed for a single-family or two-family dwelling, shall provide a secured wheel bumper at least six inches high and at least six feet long, set back from the front of the stall at least 2-1/2 feet, but no more than three feet. If the sidewalk is widened to 7-1/2 feet to allow for vehicle encroachment, no wheel bumpers are required.
 6. **Driveways and Turnaround Requirements.**
 - a. Parking lots with five or more parking spaces shall be served by a driveway so that no backing movements or other maneuvering within a street other than an alley will be required.
 - b. Service drives to off-street parking areas shall be designed and constructed to facilitate the flow of traffic, provide maximum safety of traffic access and egress and maximum safety of pedestrians and vehicular traffic on the site.
 - c. The number of service drives shall be limited to the minimum that will allow the property to accommodate and service the traffic to be anticipated.
 - d. Service drives shall be clearly and permanently marked and defined through the use of rails, fences, walls, or other barriers or markers on frontage not occupied by service drives.
 - e. Access aisles shall be of sufficient width for all vehicle turning and maneuvering.
 7. **Clear Vision at Driveway Entrance/Exit.** Service drives shall have a minimum vision clearance area formed by the intersection of the driveway center line, the street right of way line, and a straight line joining said lines through points 20 feet from their intersection.
 8. **Lighting.** Parking lot lighting, shall be designed to dark-sky standards so that light is directed down and the light does not shine or glare into in a residential zone, an adjacent dwelling or create a traffic hazard.
 9. **Striping.** Lots containing five or more parking spaces shall have all required spaces permanently and clearly striped. Stripes must be at least four inches wide.
 10. **Parking Lot Landscaping.** A minimum of 5% of the gross area of the parking lot shall be landscaped. The purpose of landscaping in parking lots is to provide shade, reduce stormwater runoff, and direct traffic. Incorporation of vegetated post-construction stormwater quality facilities in landscaped areas is encouraged.
 11. **Landscaping/Fencing Buffer Adjacent to Residential Uses.** Parking and loading areas for non-residential uses located within a residential zone or adjacent to residential uses shall be designed to minimize disturbance of residents by providing a minimum 5' wide landscaped buffer between the parking lot and the property line and by

providing a sight-obscuring fence or evergreen hedge of not less than five feet in height (except where vision clearance is required).

- C. Performance Bond Requirements.** A performance bond or its equivalent, in accordance with Section 13.120 of the Scio Zoning Ordinance, shall (may??) be provided (required) to guarantee completion of required parking and loading areas prior to the issuance of a certificate of occupancy.
- D. Completion time for parking lots.** Required parking spaces shall be improved and available for use by the time the use served by the parking lot is ready for occupancy. One 6-month time extension may be granted by the City Manager to complete the parking lot improvements. In the event the parking improvements are not completed by the time a certificate of occupancy is issued or by the date stipulated in the time extension, the City may call upon performance bond or its equivalent and the improvements thenceforth constructed under the direction of the city.

SECTION 3. Emergency. Whereas, the City Council of the City of Scio considers it necessary that the foregoing ordinance be enacted for the protection of the peace, health and safety of the residents of the City of Scio, Oregon an emergency is hereby declared to exist and this ordinance shall be in full force and effect from and after its passage by the City Council and its approval by the Mayor.

SECTION 4. Severability. The provisions of this ordinance are severable. If a section, sentence, clause, or phrase of this ordinance is adjudged by a court of competent jurisdiction to be invalid, the decision shall not affect the validity of the remaining portions of this ordinance.

This Ordinance read by title only on the _____ day of _____, 2020.

This Ordinance passed on the ____ day of _____ 2020 by the City Council and executed by the Mayor.

Date: _____ By: _____
GARY C. WEAVER, Mayor

Date: _____ Attest: _____
VIRGINIA A. ALLEN, City Manager

APPROVED AS TO FORM

Date: _____ By: _____
JOHN E. KENNEDY, City Attorney

Passed by the City Council: _____.

Signed by the Mayor: _____.

Notify DLCD August 25, 2020
a. Staff Report

b. Draft Amendments (Ordinance)

Post Notices	September 9, 2020
Provide Notice on Facebook or Newsletter	September 9, 2020
Post on City's website with staff report	September 9, 2020
PC Public Hearing	September 30, 2020
Post PC Revision on City's website	October 2, 2020
CC Public Hearing	October 12, 2020
1 st Reading at Council	October 12, 2020
2 nd Reading & Adoption	October 12, 2020 or November 9, 2020
Notify DLCD – Notice of Adoption	5 days after Mayor's execution of Ordinance



Covered Bridge Capital of the West

City of Scio

P. O. Box 37

Scio, OR 97374

Phone: 503-394-3342

Fax: 503-394-2340

TTY Access: 711

September 8, 2020

VIRTUAL SPECIAL MEETING PUBLIC HEARING NOTICE SCIO PLANNING COMMISSION & SCIO CITY COUNCIL

NOTICE IS HEREBY GIVEN that the City of Scio will hold the following public hearings to consider amendments to the parking standards in the City of Scio Zoning Ordinance.

Scio Planning Commission	Wednesday, September 30, 2020	7:00 p.m.
Scio City Council	Monday, October 12, 2020	6:00 p.m.

The public hearings will be held through virtual (online) meeting to afford interested persons and the general public an opportunity to be heard and give public testimony concerning the City's proposal.

Planning Case No.:	PL-2020-08
Applicant:	City of Scio
Proposal:	Amend Scio Zoning Ordinance Article 5, Sections 5.200 to 5.250 "Parking Standards"
Request:	The City proposes to amend the Scio Zoning Ordinance to modify the City's parking standards. The effect of the change will be to reduce the number of parking spaces required for commercial and industrial uses, allow for credit for on-street parking and update parking lot design standards. The amendments are consistent with the "2015 Model Development Code for Small Cities" prepared by the Oregon Department of Land Conservation and Development.
Decision Criteria:	Scio Zoning Ordinance – Article 10 "Amendments"

After the close of the public hearing before the Scio Planning Commission, the Commission will make a recommendation to the City Council to either approve or deny the zoning ordinance amendments. The City Council will then hold a public hearing on October 12, 2020 to consider public testimony. After the close of the City Council public hearing, the Council will make a decision to either approve, deny or modify the proposals. Decision criteria that apply to this proposal are found in Article 10 of the Scio Zoning Ordinance 561.

Virtual Meetings: Due to the COVID-19 pandemic, the City will be hosting a virtual meetings and following the procedural guidance provided by the Oregon Department of Land Conservation and Development (DLCD) in compliance with Oregon Public Meeting Laws.

Planning Commission Hearing (September 30, 2020 @ 7:00 p.m.): The public can join the Planning Commission public meetings from an electronic device by logging onto <https://us02web.zoom.us/j/86933487977> or dial in by phone: 1.253.215.8782 Webinar ID: 869-3348-7977 on September 30, 2020.

City Council Hearing (October 12, 2020 @ 6:00 p.m.): The public can join the Scio City Council public meetings from an electronic device by logging onto <https://us02web.zoom.us/j/82448101627> or dial in by phone: 1.253.215.8782 Webinar ID: 824-4810-1627 on October 12, 2020.

The City of Scio thanks you for your support in slowing the spread of COVID-19 by attending this public meeting digitally. In compliance with the Governor's Executive Order No. 20-16, this meeting will only be held virtually, there will be no physical location for persons to attend to participate in the meeting.

The agenda and application materials will be available for review on the City's Website at <http://ci.scio.or.us>.

Providing Comments: The City will be accepting public comment on this item in a number of ways to afford interested persons and the general public an opportunity to give testimony on the subject matter. Written and verbal testimony will be accepted upon issuance of this notice, until 4:00 p.m. on the day of each public hearing. Written testimony may be emailed to cmartin.cityofscio@smt-net.com, or may be mailed to the City at PO Box 37, Scio, OR 97374, or delivered to the City and dropped in the blue mail box in front of City Hall. Please note for mailed testimony, the letter must be received by the City no later than 4:00 p.m. on the date of the public hearing. For verbal testimony, a recording may be provided to the City, or you may call (503)394-3342 and leave a voice message. There will be no testimony accepted in person.

CITIZENS ARE INVITED TO PARTICIPATE in the public hearing and give written or oral testimony as described above that address applicable decision criteria during that part of the hearing process designated for testimony in favor of, or opposition to, the proposal. If additional documents or evidence are provided in support of the application subsequent to notice being sent, a party may, prior to the close of the hearing, request that the record remain open for at least seven days so such material may be reviewed.

Appeals: Failure to raise an issue in the hearings, in person or by letter, or failure to provide sufficient specificity to afford the decision makers an opportunity to respond to the issue precludes appeal to the Land Use Board of Appeals (LUBA) based on that issue. Only the applicant, a party providing testimony, and/or person who requests a copy of the decision has rights to appeal a land use decision. The appeal must be submitted on the appeals form as prescribed by City Council or by LUBA with appropriate fee paid and must set forth the criteria issues that were raised which the applicant or party deems itself aggrieved. Please contact our office should you have any questions about our appeals process.

Obtain Information: A copy of the application, all documents and evidence relied upon by the applicant, and applicable criteria are available online in the Planning Commission Agenda Packet at <http://ci.scio.or.us>. The materials are also available for inspection in person at no cost and will be provided at the cost of 20 cents per single-sided page. If you have questions, would like additional information, or would like to schedule a time to view the application materials in person, please contact City of Scio, 38957 NW 1st Avenue; phone 503-394-3342; email cmartin.cityofscio@smt-net.com.

The meeting 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 at least 48 hours before the meeting to 503-394-3342.



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M E M O R A N D U M

TO: Planning Chairman Beau Buganski and Scio Planning Commission

FROM: Ginger Allen, Scio City Manager

RE: Scio Planning Commission Approval to Vacate City Owned Properties.

DATE: September 14, 2020

In the fall of 2016 the City of Scio began the vacation process of 16 property strips inside the Scio city limits.

The Scio Planning Commission was notified by a memo dated November 29, 2016 and a presentation of the vacation proposal was presented to the Commission at the February 22, 2017 Planning Commission meeting. The commission agreed with the vacation of properties and requested that the City contact all utility service providers, ensuring that they too approved of the vacation of properties in question.

While this process has taken longer than expected the City is now at a point where council is ready to approve a Resolution to Vacate. Unfortunately, the minutes from the February 22, 2017 read incorrectly.

Thus, a correction to the minutes must be made and approved by the Scio Planning Commission before the City can proceed with the final steps in the vacation process.

Attached are the minutes of the February 22, 2017 meeting. The motion about the vacating of properties read:

"Commissioner Wooten moved, Commissioner Thomas seconded, to recommend that the city council keep or maintain the 16 parcels per the consensus of the Commission. Motion passed 5/0/1. Goodman abstained as she is adjacent to one of the parcels."

The motion should have read:

"Commissioner Wooten moved, Commissioner Thomas seconded, to recommend that the city council keep or vacate the 16 parcels as needed per the consensus of the Commission"

Staff is requesting that the record be corrected via official motion and vote of the Scio Planning Commission.