

**MILWAUKIE PLANNING
COMMISSION**

**MILWAUKIE CITY HALL
10722 SE MAIN STREET**

**AGENDA
TUESDAY, FEBRUARY 28, 2006
6:30 PM**

		ACTION REQUIRED
1.0	Call to Order	
2.0	Procedural Matters Please turn off all personal communication devices during meeting. Thank You.	
3.0	Planning Commission Minutes No minutes available at this time. Approved PC Minutes can be found on the City web site at: www.cityofmilwaukie.org	Motion Needed
4.0	Information Items – City Council Minutes City Council Minutes can be found on the City web site at: www.cityofmilwaukie.org	Information Only
5.0	Public Comment This is an opportunity for the public to comment on any item not on the agenda	
6.0	Public Hearings	Discussion and Motion Needed For These Items
6.1	Type of Hearing: Minor Quasi-Judicial Applicant: Broken Arrow Archery, Inc. Owner: Shipley and Buchwalter Family Trust Location: 2044 SE Adams St. (1S 1E 36BC 03100) Proposal: Internally illuminated sign for a business in the Downtown Office Zone File Numbers: DR-05-01 NDA: Historic Milwaukie Staff Person: Brett Kelper	
6.2	Type of Hearing: Minor Quasi-Judicial Applicant: Steve Smelser Homes, Inc. Owner: Ron and Judy Clark Location: 4001 SE Drake St (1S 1E 25DD 07000) Proposal: Variance to construct a single-family detached house. File Numbers: VR-05-05 NDA: Lewelling Staff Person: Brett Kelper	
7.0	Worksession Items	
8.0	Discussion Items This is an opportunity for comment or discussion by the Planning Commission for items not on the agenda.	Review and Decision
9.0	Old Business	
10.0	Other Business/Updates	Information Only Review and Comment
10.1	Matters from the Planning Director	
10.2	Design and Landmark Committee Report	
11.0	Next Meeting: March 14, 2006	
<p>The above items are tentatively scheduled, but may be rescheduled prior to the meeting date. Please contact staff with any questions you may have.</p>		

Forecast for Future Meetings:

Milwaukie Planning Commission Statement

The Planning Commission serves as an advisory body to, and a resource for, the City Council in land use matters. In this capacity, the mission of the Planning Commission is to articulate the Community's values and commitment to socially and environmentally responsible uses of its resources as reflected in the Comprehensive Plan

Public Hearing Procedure

1. **STAFF REPORT.** Each hearing starts with a brief review of the staff report by staff. The report lists the criteria for the land use action being considered, as well as a recommended decision with reasons for that recommendation.
2. **CORRESPONDENCE.** The staff report is followed by any verbal or written correspondence that has been received since the Commission was presented with its packets.
3. **APPLICANT'S PRESENTATION.** We will then have the applicant make a presentation, followed by:
4. **PUBLIC TESTIMONY IN SUPPORT.** Testimony from those in favor of the application.
5. **COMMENTS OR QUESTIONS.** Comments or questions from interested persons who are neither in favor of nor opposed to the application.
6. **PUBLIC TESTIMONY IN OPPOSITION.** We will then take testimony from those in opposition to the application.
7. **QUESTIONS FROM COMMISSIONERS.** When you testify, we will ask you to come to the front podium and give your name and address for the recorded minutes. Please remain at the podium until the Chairperson has asked if there are any questions for you from the Commissioners.
8. **REBUTTAL TESTIMONY FROM APPLICANT.** After all testimony, we will take rebuttal testimony from the applicant.
9. **CLOSING OF PUBLIC HEARING.** The Chairperson will close the public portion of the hearing. We will then enter into deliberation among the Planning Commissioners. From this point in the hearing we will not receive any additional testimony from the audience, but we may ask questions of anyone who has testified.
10. **COMMISSION DISCUSSION/ACTION.** It is our intention to make a decision this evening on each issue before us. Decisions of the Planning Commission may be appealed to the City Council. If you desire to appeal a decision, please contact the Planning Department during normal office hours for information on the procedures and fees involved.
11. **MEETING CONTINUANCE.** The Planning Commission may, if requested by any party, allow a continuance or leave the record open for the presentation of additional evidence, testimony or argument. Any such continuance or extension requested by the applicant shall result in an extension of the 120-day time period for making a decision.

The Planning Commission's decision on these matters may be subject to further review or may be appealed to the City Council. For further information, contact the Milwaukie Planning Department office at 786-7600.

Milwaukie Planning Commission:

Donald Hammang, Chair
Brent Carter, Vice Chair
Lisa Batey
Teresa Bresaw
Catherine Brinkman
Jeff Klein
Dick Newman

Planning Department Staff:

Vacant, Planning Director
Lindsey Nesbitt, Associate Planner
Susan Shanks, Associate Planner
Brett Kolver, Assistant Planner
Jeanne Garst, Office Supervisor
Karin Gardner, Administrative Assistant
Marcia Hamley, Administrative Assistant
Shirley Richardson, Hearings Reporter