

**Minutes of the Planning Commission
Of the City of Portland**
Held on Wednesday, January 22, 2014 at 7:00 P.M.
In Council Chambers at City Hall

Portland Planning Commission Members Present: Gorman, Fitzsimmons, Swaney-Frederick, Kmetz, Hinds, Grapentien

Absent: Clement

Staff: City Manager Dempsey, City Clerk Miller, Code Officer Gensterblum

Guests: Craig Patterson of the WODA Group, Inc.

Chair Grapentien called the meeting to order at 7:00 P.M. with the Pledge of Allegiance.

Motion by Kmetz, supported by Swaney-Frederick, to excuse the absence of Member Clement.
All in favor. Approved.

Motion by Kmetz, supported by Gorman, to approve the Agenda as presented.
All in favor. Approved.

Motion by Kmetz, supported by Gorman, to remove the approval of the minutes from the November 13, 2013 meeting from the table.
All in favor. Approved.

Motion by Fitzsimmons, supported by Kmetz, to approve the minutes of the November 13, 2013 meeting.
All in favor. Approved.

Motion by Swaney-Frederick, supported by Fitzsimmons, to approve the minutes of the December 11, 2013 meeting.
All in favor. Approved.

Under New Business, City Manager Dempsey presented and gave a review of the site plan request submitted by the WODA Group, Inc. to renovate the Old School Manor property at 306 Brush Street into a 29-unit affordable housing project known as Portland School Apartments. Because the plan is a permitted use in this zoned R-3 district and because there is no change to the building footprint and will be a legal non-conforming use this request would have been reviewed administratively. Due to the potential impact of development it is being brought to the Planning Commission for review.

City Manager Dempsey recommended approval of the site plan contingent on the following:

- Acceptable final utility, lighting and landscaping plans depicting compliance with City Ordinances.
- Require the removal of the diagonal fence that runs from the building to the northeast corner of the property.
- Pedestrian connections be provided from the front sidewalk back to the gazebo/community garden area.

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- Installation of sidewalks connecting the parking lot to the sidewalk along Hill Street.

Member Swaney-Frederick asked if historically there have been any problems with drainage.

City Manager Dempsey stated there had been no problems that he is aware of. Some repairs are needed to the parking lot and sidewalk. It is noted in the proposed plan that these repairs will be made.

Mr. Patterson, of the WODA Group, Inc. noted they plan to add amenities to the common areas of the property that will be shared with the community. For example, the gazebo for parents and grandparents to watch their children play. He further noted they have a commitment to MSHDA to only use indigenous species in the landscaping.

Mr. Patterson stated that The WODA Group, Inc. recognizes that this property is a historical asset to the community and will be accenting how it was built. As an example, windows will be replaced, but with something that matches the period. They will not be seeing historic credits as the inside of the building was significantly changed by the previous developer.

City Manager Dempsey asked Mr. Patterson if he foresees any concerns with the noted recommendations.

Mr. Patterson stated that he seen no concerns that couldn't be reviewed administratively.

Motion by Fitzsimmons, supported by Gorman, to approve the site plan proposed by the WODA Group, Inc. to renovate the Old School Manor Property at 306 Brush Street into a 29-unit affordable housing project known as Portland School Apartments.

City Manager Dempsey added a friendly amendment that the following conditions be met:

- Acceptable final utility, lighting and landscaping plans depicting compliance with City Ordinances.
- Require the removal of the diagonal fence that runs from the building to the northeast corner of the property.
- Pedestrian connections be provided from the front sidewalk back to the gazebo/community garden area.
- Installation of sidewalks connecting the parking lot to the sidewalk along Hill Street.

Member Fitzsimmons and Member Gorman accepted those conditions.

City Clerk Miller held the vote for the motion on the floor.
All in favor. Approved.

City Manager Dempsey presented Ordinance 175EE to address changes to design standards to allow the use of sheet metal on buildings, recognizing those types that have architectural design elements.

There was discussion.

Motion by Kmetz, supported by Swaney-Frederick, to set Ordinance 175EE for a Public Hearing.

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All in favor. Approved.

City Manager Dempsey presented Ordinance 175FF to clarify wording for construction of an accessory building on a concrete slab or foundation.

There was discussion.

Motion by Fitzsimmons, supported by Gorman, to set Ordinance 175FF for a Public Hearing.
All in favor. Approved.

City Manager Dempsey presented Ordinance 175GG to address temporary buildings and structures for sales.

There was discussion.

Motion by Fitzsimmons, supported by Kmetz, to set Ordinance 175GG for a Public Hearing.
All in favor. Approved.

Under Planning Commission Member comments, Chairman Grapentien noted that he would have liked to have received the site plan for the property at 306 Brush St. earlier in order to have more time to review it.

Motion by Gorman, supported by Fitzsimmons, to adjourn the meeting at 7:48 P.M.
All in favor. Approved.

Respectfully submitted,

John Kmetz, Secretary