

**Minutes of the Planning Commission
Of the City of Portland**
Held on Wednesday, December 10, 2014 at 7:00 P.M.
In Council Chambers at City Hall

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

Absent: Hinds, Culp, Clement

Staff: City Manager Gorman, Zoning Administrator Frederick, City Clerk Miller

Guests: Noreen Logel, Ed Leik and Aaron Cross with Friends of the Red Mill

City Clerk Miller called the meeting to order at 7:00 P.M. with the Pledge of Allegiance.

Motion by Swaney-Frederick, supported by Kmetz, to amend the Agenda to excuse Members Hinds, Culp, and Clement from the meeting.

All in favor. Approved.

Motion by Swaney-Frederick, supported by Fitzsimmons, to excuse Members Hinds, Culp and Clement from the meeting.

All in favor. Approved.

Motion by Kmetz, supported by Fitzsimmons, to approve the Revised Agenda as presented.

All in favor. Approved.

Motion by Kmetz, supported by Swaney-Frederick, to approve the minutes of the October 15, 2014 regular meeting as presented.

All in favor. Approved.

Under New Business, City Manager Gorman gave an overview of the exciting community project for the proposed Red Mill Pavilion by the Friends of the Red Mill. There is an agreement between the City and the Red Mill that the proposed pavilion will be built on City property with private funds, there will be no City funds used for the project. The structure will become City owned and maintained.

Zoning Administrator Frederick explained that City owned property and projects are not required to meet the Zoning Ordinance, but due to the nature of the project the City would like to receive comments from the Planning Commission in terms of the site plan and how the proposed pavilion will interact with the surrounding area.

Aaron Cross, with the Friends of the Red Mill, presented the proposed plans for the project. The 85' x 48' pavilion will be built with timber frame construction using white oak and ash that is currently dying off and will be used as a community education event. There will be six master carpenters with 50 – 60 tradesman on site. It is expected that the pavilion will be erected in ten days. The structure will match the Red Mill.

Zoning Administrator Frederick presented information on the draft site plan.

Planning Commission Minutes
December 10, 2014

Member Kmetz stated that in other situations property owners are required to add sidewalks when improving a property and inquired if there is any way they might be added on this site.

City Manager Gorman noted the point but stated this is a unique situation and there is no other sidewalk on this side of the street.

Chair Grapentien stated that the River Trail already in place on the other side of the proposed pavilion helps the situation.

Member Swaney-Frederick noted that any other place in the City where the River Trail is, there is not a sidewalk as well.

Zoning Administrator Frederick presented comments that he previously provided to Mr. Leik in regard to the site plan for the Red Mill Pavilion site. A more formal parking lot should be provided to the west side of the mill with overflow parking provided at the ball fields. Parking signage should also be added. A one way access drive, approximately 10' wide, around pavilion to allow for access. There should be a grassy swale to provide separation between the River Trail and the pavilion. Bike parking should be incorporated into the site. The test wells on site should be considered and modified to be able to access them through the floor of the pavilion. The electric, water and sewer connections will need to be identified and the best connection locations established. Drainage from the roof will need to be considered when discussing storm water connections. The street may also need to be changed from a rolled curb to something more vertical to prevent parking in the grass and directly off the street on the site.

Zoning Administrator Frederick further noted that the setback requirements will not be met, but will be consistent with the Red Mill and the building across the street.

Member Swaney-Frederick that a curb be installed all the way to the intersection to entirely eliminate the problem of parking in the grass and directly off the street.

Mr. Leik suggested the addition of a split-rail fence to prevent the off-street parking issue, the fence could then be taken down if needed and would be in character with the property.

Mr. Leik further stated he would like to add an approximate 30' maneuvering area on the east side of the pavilion and a solid tree barrier on the other side of the trail to block some of the noise from Portland Products. He would also like to add a flag pole in the plaza area between the Red Mill and the pavilion. He also noted the addition of picnic tables and bike parking on the other side of the River Trail as well.

Member Swaney-Frederick noted that whatever is on the site plan they will be held to.

Zoning Administrator Frederick stated that if something is planned for the future it can be marked as deferred.

Mr. Leik expressed his desire that the Red Mill Pavilion make a statement and that it be a connection to the past. He feels that this will be a successful community center that will bring people to Portland.

Planning Commission Minutes
December 10, 2014

Member Fitzsimmons suggested a drive on the south side of the pavilion, double the width for making turns.

Chair Grapentien inquired if lighting had been considered, especially in terms of preventing vandalism.

Mr. Cross stated that there will be electrical and lighting on the site.

Mr. Leik stated the 1st phase of the project will consist of installation of the foundation, the timber frame structure and the roof. The bathrooms and electrical will follow in the 2nd phase. He has considered installing a web cam for viewing construction that could stay in place when complete.

Mrs. Logel stated that she has been working on creating public awareness for the project. The process began in 2012 and is now gaining a lot of interest.

Motion by Kmetz, supported by Fitzsimmons, to approve the Proposed Red Mill Pavilion project with the comments and suggestions made at the meeting and the suggestions made by Zoning Administrator Frederick in his email to Mr. Leik and City Manager Gorman.

All in favor. Approved.

Under Member Comments, City Manager Gorman reminded everyone that any comments on the draft 2015 Master Plan should be received by January 6th.

Motion by Kmetz, supported by Fitzsimmons, to adjourn the meeting at 7:53 P.M.

All in favor. Approved.

Respectfully submitted,

John Kmetz, Secretary