

TO: MAYOR AND CITY COUNCIL

FROM: SALEM PLANNING COMMISSION

SUBJECT: ANNUAL PLANNING COMMISSION REPORT TO THE CITY COUNCIL

BACKGROUND

SRC Chapter 6, Section 6.030, states that the Planning Commission “shall, on or before the first day of October every year, make and file with the Council a report of all transactions of the commission for the preceding fiscal year.

FACTS AND FINDINGS

Between July 1, 2009, and June 30, 2010, the Salem Planning Commission held 20 meetings and held 29 public hearings. The Neighborhood Center Mixed Use District had two hearings during the this time. They also held public hearings for two appeals, approved seven resolutions, forwarded recommendations regarding nine Comprehensive Plan/zone changes, two of which were related to annexation applications; four design review applications; four vacations of right-of-way; and nine code amendments to the City Council.

Planning Commission meetings alone totaled 37 hours in this time period. The Commission strives to provide a clear and complete public record to the City Council upon which to deliberate matters of city interest. As the official Citizen Involvement Committee, the Planning Commission agenda provides two opportunities at each meeting for citizens to address the Commission on items not on the agenda.

On July 20, 2010, after much consideration and public discussion, the Planning Commission voted to forward the proposed Neighborhood Center Mixed Use Zone to the City Council for their review and adoption. Since the inception of this planning project in the spring of 2008, several public meetings were held to discuss the proposed Neighborhood Center Mixed Use (NCMU) Zone. Planning staff and lead consultant attended and/or met with representatives from several Neighborhood Associations, Neighborhood Chairs Group, Land Use Network and Gibson/Glenn Creek Watershed Council. Several public meetings were held throughout the City of Salem, including six (6) community forums and four (4) Planning Commission work sessions, including a joint work session with the City Council. Several innovative public involvement tools were created to inform the public and gather input, such as a Code Concept and Overview of NCMU Zone booklets, NCMU project website, and a community forum, facilitated by the Planning Commission, which was televised on CCTV.

City staff provided a training presentation regarding ethics and a presentation regarding the State of Oregon Goals for Reducing Greenhouse Gas Emissions. On August 16, 2010, the Planning Commission participated in a joint work session with City Council and the Historic Landmarks Commission regarding the Historic Preservation Plan.

The Planning Commission anticipates having a goal-setting session this fall.

Commissioners represent the Planning Commission on six city task forces, advisory boards or committees. They include:

- Unified Development Code Advisory Committee
- Downtown Advisory Board
- Policy Advisory Committee for Regional Economic Opportunity Study
- Bike & Walk Salem Stakeholder Advisory Committee
- Housing & Urban Development Advisory Committee
- Transportation Policy Advisory Committee (TPAC)

The Unified Development Code Advisory Committee (UDCAC) is a committee that was established in 2009 in order to help facilitate public review of the proposed Unified Development Code (UDC). The Planning Commission, plus six additional members from the community currently comprise the UDCAC.

The first UDC related project the UDCAC was involved with was the Land Use Procedures Ordinance. In the months of July through October of 2009, the UDCAC met in a series of public meetings to review and comment on the draft prior to it going before the Planning Commission for public hearing and recommendation to the City Council. On February, 8, 2010, the City Council adopted the procedures ordinance.

As the final phase of the UDC progresses, the Planning Commission, as part of the UDCAC, will again be utilized to hold public meetings to walk through, review and recommend revisions to the UDC prior to required formal public hearings.

The Commissioners also attend the Land Use Network meetings on a rotating basis to stay abreast of neighborhood concerns. The Planning Commission is also invited to attend the Neighborhood Work Sessions with City Council and the neighborhood associations.

The following is a list of on-going areas of interest and activities.

- Participation in the Unified Development Code Advisory Committee.
- Track Planning Commission recommendations to City Council and Council's action.
- Attending various boards and commissions meetings, which have positions for Planning Commission representation.
- Attend and participate in monthly meetings of the Salem Neighborhood Associations' Land Use Network.

Attachment: A. List of Planning Commissioners and Committee Assignments

SALEM PLANNING COMMISSIONERS

Dan Dorn, President
Jim Lewis, Vice President
David Fox
Tom Gallagher
Darr Goss
Nate Levin
Mitch Schmidtke

COMMITTEE ASSIGNMENTS

Salem Planning Commission
September, 2010

LIAISON WITH STANDING BOARDS/COMMISSIONS PLANNING COMMISSION COMMITTEES/SUBCOMMITTEES

BOARD / COMMISSION / COMMITTEE / SUBCOMMITTEE	COMMISSIONER(S)
Unified Development Code Advisory Committee	All Commissioners
Downtown Advisory Board	Lewis & Goss
Policy Advisory Committee for Regional Economic Opportunity Study	Dorn
Bike & Walk Salem Stakeholder Advisory Committee	Vacant
Housing & Urban Development Advisory Committee	Goss & Levin
Transportation Policy Advisory Committee (TPAC) (on hiatus)	Levin, Lewis
Land Use Network	all Commissioners on a rotating basis

ATTACHMENT A