

MINUTES

1 **1. CALL TO ORDER**

2 President John Swanson called the meeting to order at 7:00 p.m.
3

4 **2. ROLL CALL**

5 **Commissioners Present:** John Swanson, Andy Groh, John Schulte, Mary Newell, Rich Spofford
6 Tory Banford, Carol Kowash

7 **Staff Present:** Chase Ballew, City Planner; Tom Gilson, Public Works Supervisor; Troy Skinner,
8 Building Official; Benjamin Curry, Recorder, Steve Elzinga acting City Attorney

9 **Professional Staff:** Jim Jacks, Mid-Willamette Valley Council of Governments
10

11 **3. APPROVAL OF MINUTES**

12 Mr. Swanson presented the minutes of the regular meeting of May 14th, 2024.

13 Mr. Groh made a motion to approve the minutes as written, Ms. Newell seconded the motion. The motion
14 passed unanimously.
15

16 **4. PUBLIC COMMENT (3 minutes per person)**

17 There were none.
18

19 **5. PUBLIC HEARING – A**

20 **SUB 23-02 Crystal Estates – JENRAE Properties, LLC**

21 Mr. Swanson opened the public hearing at 7:02 p.m. and announced that the applicant has requested a
22 motion of continuance be granted until the next regularly scheduled Planning Commission meeting on
23 July 9, 2024. He opened the floor to public testimony.
24

25 **Abigail Richardson – 295 SE Academy, Dallas, OR 97338**

26 Ms. Richardson lives in an adjacent lot to the proposed subdivision and is concerned about traffic
27 through the area as there is no outlet. Due to width, the street would be difficult for emergency vehicles
28 to access and turn around, especially during high traffic.
29

30 Ms. Newel made a motion that a continuance be granted until the next regularly scheduled Planning
31 Commission meeting on July 9, 2024. Ms. Kowash seconded the motion. The motion passed
32 unanimously.
33

34 Public hearing closed at 7:09 p.m. and will be continued on July 9, 2024.
35

36 **6. PUBLIC HEARING – B**

37 **ANX 24-02/ZC 24-01 325 James Howe Road – Tokola Properties**

38 Mr. Swanson opened the public hearing at 7:12 p.m. He introduced the agenda item, the rules for public
39 testimony, and the quasi-judicial proceedings to follow. No ex-parte contact or conflicts of interest were
40 declared.

41 **STAFF REPORT**

42 Mr. Ballew read from the staff report and summarized the application and the criteria for approval. Staff
43 recommends that ANX 24-02/ZC 24-01 be approved with conditions as written.
44

45 **APPLICANT PRESENTATION**

46 **Dwight Unti, President – Tokola Properties PO box 1620 Gresham, Oregon, 97030**

47 Mr. Unti introduced himself and provided background on Tokola Properties, LLC. He shared a brief
48 summary of the company, its approach to development, geography, and why the City of Dallas is an
49 attractive place for high-quality developments.

50 Mr. Schulte asked for an estimated timeline for development. Mr. Unti referenced market considerations
51 that inform their decision but that they are optimistic that a project like this would ideally begin in a couple
52 years.

53 Ms. Kowash inquired about funding types for this project. Mr. Unti shared that typically private equity
54 and conventional construction financing as well as long term investment sources. He emphasized the
55 company's focus on quality, durability, and livability.

56
57 **PUBLIC TESTIMONY**

58 **Alan Casey – 553 NW Crater Lake Drive, Dallas, Oregon, 97338**

59 Mr. Casey asked about the zoning density and shared funding obligation for the intersection and Ellendale
60 & Levens. He also inquired about funding for the upgrades to Jasper & Ellendale as well as Main Street
61 & Ellendale.

62
63 **REBUTTAL**

64 Mr. Unti deferred the questions regarding zoning density and funding obligations for nearby
65 intersections to City Staff. Mr. Ballew and Mr. Gilson addressed the concerns. Mr. Swanson noted that
66 the matter before the Planning Commission is for the Annexation and Zone change, and that the
67 commission is not making a decision on any future proposed development at this time.

68 Mr. Swanson closed the Public Hearing at 7:49 p.m.

69
70 **DELIBERATIONS**

71 Mr. Banford made a motion to recommend ANX 24-02/ZC 24-01 to City Council for approval with
72 conditions as written in the staff report. Mr. Groh seconded the motion. The motion was passed
73 unanimously with Mr. Swanson, Mr. Spofford, Mr. Schulte, Ms. Newell, Mr. Groh, Ms. Kowash, and
74 Mr. Banford voting in favor.

75
76 **7. PUBLIC HEARING – C**

77 **SDR 24-03/VAR 24-05 – Polk County Behavioral Health – Dallas, OR**

78 Mr. Swanson opened the public hearing at 7:59 p.m. He introduced the agenda item, the rules for public
79 testimony, and the quasi-judicial proceedings to follow. No ex-parte contact or conflicts of interest were
80 declared.

81
82 **STAFF REPORT**

83 Mr. Ballew summarized the staff report, application and the criteria for approval. Staff recommends that
84 SDR 24-03/VAR 24-05 be approved as written with conditions.

85 Mr. Groh requested clarification if the driveway replacement would require both site driveways to be
86 brought to current ADA standards, staff confirmed it would.

87 Mr. Swanson requested clarification about pedestrian access. Staff highlighted the new pedestrian
88 walkway to Main Street where no walkway currently exists.

89 Mr. Banford questioned if there was a need for visual screening of the parking area to protect views on
90 Main Street. Staff clarified that the parking area would be lower than the street and behind drivers as
91 they come around the curve.

92
93 **APPLICANT PRESENTATION**

94 **Richard Rothweiler – AC+CO Architecture Community, 1100 SE Liberty Street Suite 200, Salem,
95 OR 97302**

96 Mr. Rothweiler summarized the project, the proposed structure, and the site constraints regarding the
97 build-to line and environmental requirements. He noted that the variance is required to meet the build-to
98 line standard and that building the structure by the street would require a substantial amount of cut-and-
99 fill which could potentially trigger environmental concerns. As proposed, the parking lot would be
100 adjacent to the street and would include the construction of ADA compliant access ways for foot traffic
101 and a pedestrian plaza. The driveway would be obstructed along one side due to the elevation. Mr.
102 Rothweiler emphasized that the proposed structure will have a nice presence and that the design team is
103 cognizant of providing an inviting look to the facility.

105
106
107 **Matt Hawkins – Polk County Offices, 850 Main Street, Dallas, OR 97338**
108 Mr. Hawkins shared that the proposed facility will help accommodate additional personnel as the offices
109 at the Academy building are approaching capacity. He also noted that the State of Oregon is requiring a
110 crisis center with 24 hour staffing and the current office is not adequate to meet that need.
111 He also highlighted that the view of the parking will be obstructed by the existing hotel.
112 Mr. Schulte inquired who the crisis is intended to serve. Mr. Hawkins replied that the crisis center will
113 serve the whole of Polk County.
114 Mr. Swanson asked for clarification on how DEQ constraints impacted the site layout. Mr. Rothweiler
115 shared that the cut & fill required by swapping the location of the structure and the parking lot could
116 potentially impact the embankment of the creek, which would introduce additional environmental barriers
117 to development.

118
119 **PUBLIC TESTIMONY**

120 **Ann Bonds – 517 SW Church Street, Dallas, OR 97338**

121 Ms. Bonds shared her concerns with nearby homeless camping on the street. She is concerned the
122 applicant will build a fence in an area that will encourage overnight camping near her home while
123 waiting for the facility to open.

124 Mr. Swanson advised that they are currently in the planning phase and it is not within the Commission’s
125 purview to make a recommendation at this time, but that her comments will be noted for the record and
126 he advised her to engage with Polk County regarding her concerns.

127
128 **REBUTTAL**

129 Mr. Hawkins validated Ms. Bonds concerns and stressed that the proposed development will be a 24/7
130 facility and that a staff member will always be on site to provide services. He also noted that they have
131 worked to mitigate this issue through the installation of eviction signs which will enable Dallas Police to
132 address these types of events as they happen.

133 Mr. Swanson closed the Public Hearing at 8:33 p.m.

134
135 **DELIBERATIONS**

136 Ms. Newell made a motion to approve SDR 24-03 and VAR 24-05 Mr. Spofford seconded the motion.
137 The motion passed unanimously with Mr. Swanson, Mr. Schulte, Ms. Newell, Mr. Groh, Ms. Kowash,
138 Mr. Spofford, and Mr. Banford voting in favor.

139
140 **8. OTHER BUSINESS**

141 There were none.

142
143 **9. COMMISSIONER COMMENTS**

144 There were none.

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146 **10. STAFF COMMENTS**

147 Mr. Elzinga, partner with Sherman Sherman Johnnie & Hoyt, LLP, introduced himself to the
148 Commission. He will be assisting the City of Dallas and Planning Commission as counsel as Mr.
149 Shetterly transitions out of his role as City Attorney.

150
151 **11. ADJOURN**

152 Mr. Swanson adjourned the meeting at 8:39 p.m. Next meeting:
153 July 9th, 2024, 7:00 p.m.

154
155 **APPROVED**

156 _____
157 John Swanson, Planning Commission President

_____ Date