

**POLK COUNTY BOARD OF COMMISSIONERS**  
**MINUTES May 23, 2018**

**1. CALL TO ORDER & ATTENDANCE**

At 9:00 a.m., Commissioner Ainsworth declared the meeting of the Polk County Board of Commissioners to be in session. Commissioner Wheeler was present, Commissioner Pope was excused.

Staff present: Greg Hansen, Administrative Officer

**2. ANNOUNCEMENTS**

Regular meetings of the Board of Commissioners are held on Tuesday and Wednesday each week. The meetings are held in the Courthouse Conference Room, 850 Main Street, Dallas, Oregon at 9:00 a.m. and is conducted according to a prepared agenda that lists the principal subjects anticipated to be considered. Pursuant to ORS 192.640, the Board may consider and take action on subjects that are not listed on the agenda.

Department Head/staff meetings with the Board of Commissioners are held on Monday, Thursday, and Friday. The meetings are held in the Board of Commissioners' Office Conference Room and are conducted between 9:00 a.m. and 5:00 p.m. The principal subjects anticipated to be considered are on-going, upcoming, and new matters bearing on County operations. Pursuant to ORS 192.640, the Board of Commissioners may consider and take action on subjects not listed within this announcement.

**3. COMMENTS (FOR ITEMS NOT ON THIS AGENDA)**

**4. APPROVAL OF AGENDA**

**MOTION: COMMISSIONER WHEELER MOVED, COMMISSIONER AINSWORTH SECONDED, TO APPROVE THE AGENDA.**

**MOTION PASSED BY UNANIMOUS VOTE OF THE QUORUM.**

**5. APPROVAL OF CONSENT CALENDAR**

**MOTION: COMMISSIONER WHEELER MOVED, COMMISSIONER AINSWORTH SECONDED, TO APPROVE THE CONSENT CALENDAR.**

**MOTION PASSED BY UNANIMOUS VOTE OF THE QUORUM.**

**6. APPROVAL OF MINUTES OF BOARD MEETING MAY 16, 2018**

**MOTION: COMMISSIONER WHEELER MOVED, COMMISSIONER AINSWORTH SECONDED, TO APPROVE THE MINUTES OF MAY 16.**

**MOTION PASSED BY UNANIMOUS VOTE OF THE QUORUM.**

**7. PUBLIC HEARING**

Sidney Mulder, Planning Supervisor, reviewed the staff report for Legislative Amendment 17-01, proposed changes to the Polk County Zoning Ordinance (PCZO) that would add Accessory Dwelling Units (ADUs) as an outright permitted use on lots or parcels that are zoned for a single family dwelling that are located within an Urban Growth Boundary (UGB). Although ADUs cannot be prohibited, local jurisdictions have the authority to adopt reasonable siting and design standards.

The Planning Commission conducted a public hearing on May 8, 2018, and recommended that the Board of Commissioners add ADUs as an outright permitted use in all zones that allow single-family dwellings that are located within an Urban Growth Boundary. In addition, the Planning

Commission recommends that the Board adopt a new PCZO Chapter that contains ADU siting and design standards (Chapter 118).

Staff recommends that the Board of Commissioners adopt the Planning Commission's recommendation to add "Accessory Dwelling Units within an Urban Growth Boundary, subject to the requirements of PCZO Chapter 118" to the list of permitted uses in the Suburban Residential (SR), Acreage Residential – Five Acre (AR-5) Acreage Residential – Ten Acre (AR-10), Agriculture Forestry – Ten Acre (AF-10), and Single-Family Residential (RS) Zoning Districts. In addition, Staff recommends that the Board of Commissioners adopt the Planning Commission's recommendation to add Chapter 118 to the PCZO, which contain siting and design standards for ADUs.

Since the memorandum was sent to the Board, additional comments were received from the City of Dallas. Staff provided copies of those comments to the Board. The City is concerned with the equity issue Legislative Amendment 17-01 may cause, because it will allow properties that may fall outside of city limits to connect to city sewer services, without having to annex into the city.

Commissioner Ainsworth opened the public hearing.

Scott White, Planning Director for the City of Dallas clarified that the City is not pushing for annexations on these ADU properties, but is just looking for clarification on the standard being proposed for ADUs and the potential for them hooking into City services.

Hearing no further testimony, Commissioner Ainsworth closed the public hearing.

**MOTION: COMMISSIONER WHEELER MOVED, COMMISSIONER AINSWORTH SECONDED, TO ADOPT THE ADOPT THE PLANNING COMMISSION'S RECOMMENDATION TO ADD "ACCESSORY DWELLING UNITS WITHIN AN URBAN GROWTH BOUNDARY, SUBJECT TO THE REQUIREMENTS OF PCZO CHAPTER 118" TO THE LIST OF PERMITTED USES IN THE SUBURBAN RESIDENTIAL (SR), ACREAGE RESIDENTIAL – FIVE ACRE (AR-5) ACREAGE RESIDENTIAL – TEN ACRE (AR-10), AGRICULTURE FORESTRY – TEN ACRE (AF-10), AND SINGLE-FAMILY RESIDENTIAL (RS) ZONING DISTRICTS, AND ADOPT THE PLANNING COMMISSION'S RECOMMENDATION TO ADD CHAPTER 118 TO THE PCZO, WHICH CONTAIN SITING AND DESIGN STANDARDS FOR ADUS.**

**MOTION PASSED BY UNANIMOUS VOTE OF THE QUORUM.**

At 09:38 a.m., Commissioner Ainsworth asked if there was a need for executive session. Staff answered that there was not and the meeting was adjourned.

The following items were approved by Motion under **5. APPROVAL OF CONSENT CALENDAR:**

- (a) **PERSONNEL – CONTRACT NO. 18-47**  
Approve Contract No. 18-47, employment agreement with Matt Hawkins.
- (b) **PERSONNEL – CONTRACT NO. 18-48**  
Approve Contract No. 18-48, employment agreement with Dean Anderson.

**POLK COUNTY BOARD OF COMMISSIONERS**

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Mike Ainsworth, Chair

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Craig Pope, Commissioner

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Jennifer Wheeler, Commissioner

Minutes: Heather Chase  
Approved: May 30, 2018