



## City of Mill City

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Mill City, Oregon 97360

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### MILL CITY PLANNING COMMISSION AGENDA Regular Meeting

**Friday, November 18, 2022**

**8:30 a.m. to 10:00 a.m.**

*City Hall – 444 S. First Avenue*

*MILL CITY, OREGON 97360*

1. **Call to Order and Flag Salute – 8:30 a.m.** Chair Marge Henning
2. **Approval of Minutes:** October 14, 2022 pp. 3-4
3. **Public Comment:**

*We welcome you to today's meeting of the Mill City Planning Commission. This is an open meeting of the Commission and you are invited to observe the meeting.*

*If you wish to speak to the Planning Commission regarding an issue which is **not on the agenda**, the Commission provides time at the beginning of each meeting to listen to public comments. The chairperson will ask for public comment. When you are recognized, please state your name, address and briefly explain the issue you wish to discuss. Depending on the nature of the issue, the Planning Commission will address the issue during this meeting, table the issue to a future meeting or will request that you speak with the City Recorder or Planning Consultant outside the meeting.*
4. **Public Hearings:** None scheduled
5. **Presentations/Discussion:** Peter Olsen, PE, Keller Associates
  - a. Wastewater Facilities Plan – Project Update
  - b. Wastewater Facility Inflow & Infiltration Investigations (Preliminary Findings)
  - c. Wastewater System Capacity Discussion
  - d. Storm Drainage Master Plan – Brief Update
6. **Old Business**
7. **New Business** None scheduled

## **8. Informational Items**

- a. City Recorder Report
- b. Planning Consultant Report
  - i. Grant Applications and Awards - Safe Routes to School Application
  - ii. Mill City Falls Park Project
  - iii. Water Improvement Project
  - iv. Cedar Creek Bridge Replacement
- c. Prior Applications:
- d. Prospective Applications:
  - i. 710 NW Alder St. – 3- or 4-unit apartment
  - ii. Mill City Christian Church – Sanctuary
- e. Upcoming Hearings:
  - i. 2022-08 Green Light Development (Home First) Housing Project (54 units)
  - ii. 2022-09 Zoning Code Amendments Psilocybin
  - jjj. 2022-07 Baughman-Lucas Addition Subdivision

## **9. Other Business**

## **10. Adjournment**

### **Upcoming Planning Commission Meetings (All meetings at City Hall)**

- Monday, November 21, 2022 6:00 PM Special Meeting – Public Hearings
- 2022-08 Green Light Development (Home First) Housing Project – 54 units
  - 2022-09 Zoning Code Amendments – Psilocybin Time, Manner & Place
- Friday, December 9, 2022 8:30 AM Regular Meeting
- Monday, December 19, 2022 6:00 PM Special Meeting – Public Hearings
- 2022-07 Lucas-Baughman Addition Subdivision – SE Fairview Street – 36 lots

If Needed - Add meetings to continue public hearings and deliberate on land use applications.

- Friday, January 13, 2022 8:30 AM Regular Meeting

**MILL CITY PLANNING COMMISSION**  
**Meeting of October 14, 2022**

Planning Commission members present: Chair Marge Henning, Jim Grimes, Dave Leach, Sandy Lyness, Caitlin Purdy and Debbie Schenck.

Staff in attendance: Planning Advisor Dave Kinney and City Recorder Stacie Cook.

City Council Representatives: None.

Agency/Applicant Representatives: None.

Citizens: None.

The meeting was called to order at 8:34 a.m. Chair Marge Henning led the pledge of allegiance.

**APPROVAL OF MINUTES:** *Sandy Lyness moved, seconded by Chair Henning to approve the minutes of September 2, 2022. The motion carried, (6:0).*

**PUBLIC COMMENT:** None.

**PUBLIC HEARING:** None Scheduled.

**OLD BUSINESS:** Mill City Development Code:

Psilocybin Time, Place, Manner: Mr. Kinney said that a public hearing to consider changes to the zoning code to add time, place, manner language for psilocybin is set for Monday, October 21, 2022 at 6:30 p.m. This is similar to cannabis rules that were adopted. If the ballot measure asking whether to ban psilocybin within the City of Mill City passes then this code will not be needed. However, it is necessary to put the language into place should the ban not pass.

Article 3 – Design Standards: Mr. Kinney briefly went through the draft design standards code asking the Planning Commission to review the language and be prepared to discuss more fully at an upcoming meeting. Sections of this Article include:

1. Access and Circulation
2. Landscaping, Street Trees, Fences and Walls
3. Vehicle and Bicycle Parking
4. Public Facilities Standards
5. Other Design Standards
6. Floodplain Standards
7. Wetlands Standards
8. Riparian Standards

Pedestrian Access will be where the discussion picks up at the next meeting.

**NEW BUSINESS:** None.

**INFORMATIONAL ITEMS:**

City Recorder Report: Mrs. Cook gave an update on the following items:

1. Mill City Falls – Phase 2
2. Ward Ordinance
3. Dangerous & Derelict Building Code
4. FEMA Trailer Site Extension/Marion County Tiny Home Request
5. Sewer Update
6. Stormwater Project

**BUSINESS FROM THE PLANNING COMMISSION:** None.

**OTHER BUSINESS:** None.

The meeting was adjourned at 10:25 a.m.

Prepared by:

Stacie Cook, MMC City Recorder

Minutes approved by the Planning Commission on the 8<sup>th</sup> day of July 2022

**David W. Kinney**  
*Community Development Consultant*  
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(503) 551-0899  
Email: [dwkinney@wvi.com](mailto:dwkinney@wvi.com)

**November 3, 2022**

**To: Chairman Marge Henning and Planning Commissioners**  
**From: David W. Kinney, Planning Consultant**  
**In RE: Agenda Item #5: Presentations**

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## **5. Presentations & Discussions**

Peter Olsen, PE, Keller Associates, will attend the November 18, 2022 planning commission meeting to discuss the wastewater system.

### **a. Wastewater Facilities Plan – Project Updates**

Keller Associates has signed a contract with Marion County to prepare a Wastewater Facilities Plan and design a new Gates/Mill City wastewater treatment facility.

The Wastewater Facilities Plan must be prepared and approved by DEQ prior to authorizing the County to proceed with design of the new wastewater treatment plant, collection system and disposal site for the treated effluent.

### **b. Wastewater Inflow & Infiltration Investigations**

The City public works staff suspects there is some significant inflow of surface water (rain runoff) or infiltration of groundwater into the sewer collection pipes in the NE quadrant of the City in Marion County. Pump records for the 1<sup>st</sup> Avenue pump station show that flows of water into the pump station are significantly higher during major rain events.

In September 2022, Keller Associates did a smoke test of the sewer MH at NE 7<sup>th</sup> Ave & Hwy 22 in hopes that this would show a broken pipe or major leak into the sewer system. It did not.

November 7-11, 2022, the City will do a TV inspection of the sewer lines in the NE quadrant of the City that flow into the 1<sup>st</sup> Avenue pump station. Peter Olsen will provide a report on the test results.

City staff hopes the TV inspection finds several major leaks which can be repaired and will reduce the daily flow of water/sewage during winter rain events.

**c. Wastewater Capacity Discussion**

Keller Associates has concluded the City is at or near capacity at the existing wastewater facility. During a 7" rain event in January 2021, the flow of sewage into the Mill City wastewater treatment plant exceeded the design flow limits in the City's NPDES permit.

Good news is the water quality of the effluent discharge from the wastewater plant to the drainfield continues to meet water quality standards.

Stacie and I are reaching out to Keller and the City Attorney's office to determine what advice we need to provide to the Planning Commission and City Council, as part of the staff reports for each of the upcoming development applications. We will share information from those discussions.

**d. Storm Drainage Master Plan Update**

Keller Associates has started work on the Storm Drainage Master Plan for the City. The initial phase is gathering data on existing pipes in the ground. We have reached out to Marion County, Linn County and ODOT for their information. City staff is copying subdivision plans, as-built construction plans and other old construction maps to share with the Keller staff.

Peter will give a very brief update on the project.

# MILL CITY SEWER SYSTEM

Dave Kinney, City Planner

Peter Olsen, PE

Mill City Planning Commission

November 18, 2022

# PRESENTATION OUTLINE

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- Project Status Report and Strategic Delivery Plan
- Mill City – Gates Sewer Project

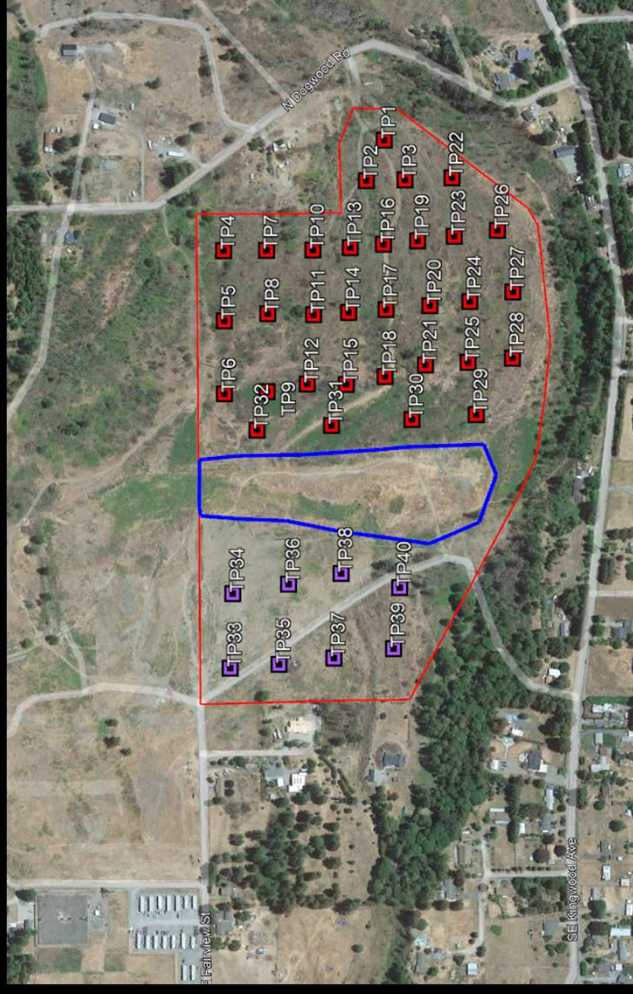


# MASTER PLAN RECOMMENDATIONS

- Basins
  - Establish two sanitary sewer basins
    - Mill City and Gates
    - Regional conveyance of wastewater from Gates to Mill City
  - Detroit and Idanha
    - Regional conveyance of wastewater from Detroit to Idanha
- Collection System
  - Mill City to retain existing collection system
  - Gates, Detroit, and Idanha - gravity collection system
- Wastewater Treatment
  - Mechanical treatment plant in Mill City
  - Advanced mechanical treatment plant in Idanha
- Treated Effluent Disposal
  - Rapid infiltration basin in Mill City
  - Siting recommendations provided
  - Rapid infiltration basin east of Idanha
  - Further field investigation recommendations provided
- Mill City
  - Perform immediate improvements to short-lived assets
  - New mechanical treatment plant consistent with overall Mill City and Gates basin recommendation

# MILL CITY UPDATE

- Short Term and Intermediate Improvements
  - Improvements to short term almost complete, mid-December.
  - Intermediate Improvements (Capacity Expansion)
    - Skid/package plant concept with an expansion of drain field disposal
    - Required 32 acres of new drainfield
      - 16 for expansion, 16 for redundancy
      - Not successful



# MILL CITY UPDATE



- Next Steps
  - 2 to 3 peaking factor for average day to peak day
  - Inflow / Infiltration Study (I/I)
    - Nighttime Monitoring
    - Pump Station Study
    - 1<sup>st</sup> Street Pump Station Basin
      - Smoke Testing
    - CCTV Cleaning and Inspection
      - Identified storm water connection earlier this week
      - Flow rate?
    - Identify and repair deficiencies

# MILL CITY UPDATE

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- Disposal Capacity
  - Rapid Infiltration Basin
    - Same as long term solution
  - Have identified potential properties with City staff
  - City staff have already been in contact with a few of the property owners
  - City staff are engaging with the other property owners

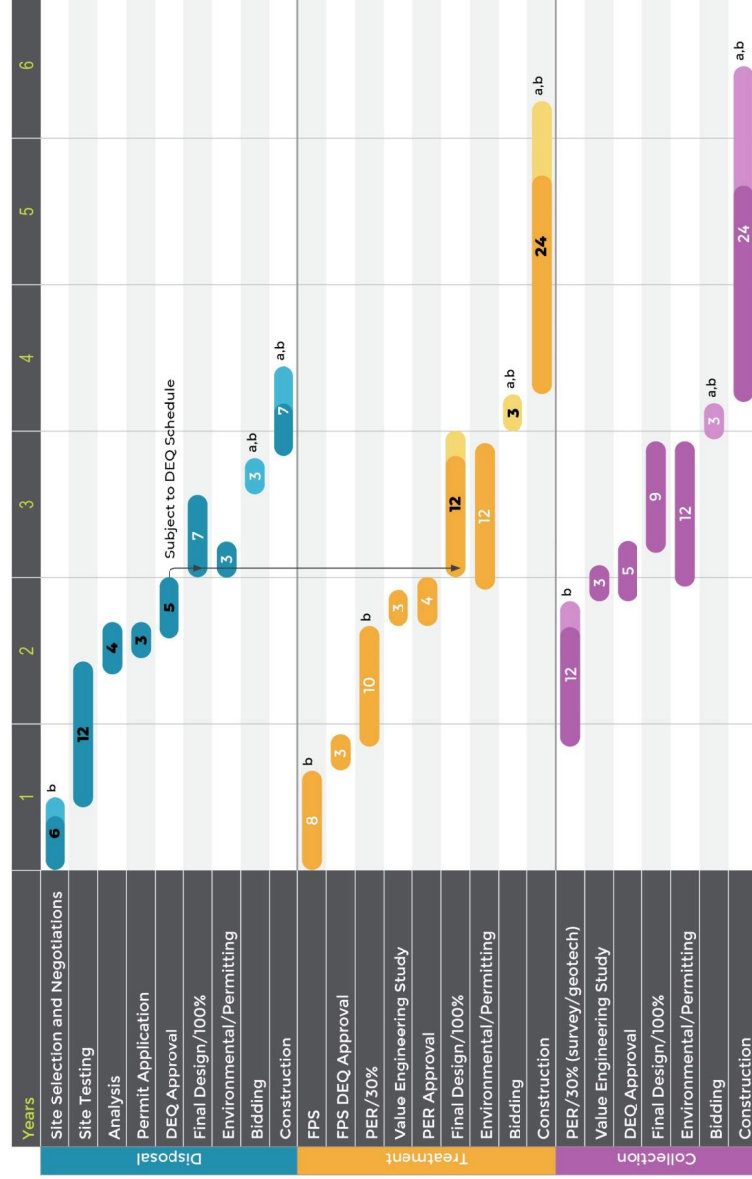
# STRATEGIC DELIVERY PLAN

- Mill City / Gates Wastewater Sewer System
  - Wastewater Facilities Planning Study
  - Property Acquisition Support
  - Strategic Environmental Permitting Plan (SWCA)
  - Permitting and Subsurface Investigation (GSI)
    - Up to 4 sites for quick investigation
  - WPCF Permit



# STRATEGIC DELIVERY PLAN

FIGURE 13: NSSA PROJECT SCHEDULE - MILL CITY/GATES



**Bold Text** - Indicates critical path in schedule

a = Could start earlier, compress, or eliminate this schedule item with CM/GC alternative delivery

b = Potential to compress this schedule item

Lighter shade represents estimate of potential to compress schedule



# QUESTIONS?



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**November 3, 2022**

**To: Chairman Marge Henning and Planning Commissioners**  
**From: David W. Kinney, Planning Consultant**  
**In RE: Agenda Item #8b: Informational Items – Planning Consultant Report**

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## **8b. Planning Consultant Report**

### **a. Grant Applications and Awards:**

#### **i. ODOT - Safe Routes to School Project – \$2.0 Million Grant Request**

The City submitted a \$2.0 million grant request to ODOT to fund sidewalk and crosswalk improvements near the Santiam Canyon Schools in Mill City. Grant award decisions should be made in mid-November 2022.

#### **ii. ODOT – Small Cities Allotment - \$250,00 Grant Request – SW Ivy & SW Hall Paving**

The City submitted a grant request to ODOT in August requesting funds to repave SW Ivy and SW Hall Street. Grant award decisions should be made in November-December.

#### **iii. OPRD – Mill City Falls Park (Phase 2) - \$492,000 Grant Award**

The City has been notified by OPRD that it will be awarded a grant to fund Phase 2 of the Mill City Falls Park project, including pathways, landscaping and a river overlook.

### **b. Mill City Falls Park – Overlook and Pathway Restoration**

i. **Phase 1 – Overlook & Pathway Installation.** Siegmund Excavating is proceeding with construction of the wall and overlook. The new overlook and pathway restoration will be completed by March 2023, with landscaping to be installed afterward.

ii. **Phase 2 – Lower Park Design (OPRD & FEMA funds):** The City has entered into design contracts with Brian Bainson, Landscape Architect, Quatrefoil, Inc. and City Engineer John Ashley & Keller Associates to design the lower park and river viewing areas. Design will take 6-7 months. Bidding and construction will occur in 2023 and early 2024.



**e. Water Improvement Project (Phase 2)**

The Phase 2 water improvement project will begin construction in December 2022 or January 2023. D & I Excavating (Silverton) was awarded the contract for the project. A pre-construction meeting will be held in November 2022. The project includes the following water main replacements:

- 1<sup>st</sup> Avenue (SW Cedar south to Kingwood Avenue)
- SE 4<sup>th</sup> Avenue (SE Fairview to Kingwood Avenue)
- SE Grove (1<sup>st</sup> Avenue to SE 4<sup>th</sup> Avenue)
- NE 7<sup>th</sup> (NE Alder St. to Hwy 22)
- SE 8<sup>th</sup> (Linn Boulevard to SW Spring St.)

**f. Cedar Creek Bridge Replacement**

Kevin Groom, PE, Linn County Roads Department, has completed the 30% design plans for the Cedar Creek bridge replacement. The plans include replacement of the bridge destroyed by the Beachie Creek wildfire (on the pedestrian trail east of SE 5<sup>th</sup> Avenue, north of the N. Santiam River). The bridge design includes a concrete deck and railings to match the RR bridge design.