

THE COMMUNITY DEVELOPMENT COMMITTEE FOR THE CITY OF JUNCTION CITY MET AT 6:30 P.M. ON WEDNESDAY, JANUARY 6, 2016, IN CITY HALL, 680 GREENWOOD STREET, JUNCTION CITY, OREGON.

PRESENT WERE: City Councilors, Herb Christensen (Chair), and Karen Leach; Public Works Director, Gary Kaping; and City Planner, Jordan Cogburn. **ABSENT:** City Councilor Jim Leach

I. CALL TO ORDER

Chair Christensen called the meeting to order at 6:30 p.m.

II. CHANGES TO THE AGENDA

There were none

III. REVIEW OF MINUTES

- **SEPTEMBER 2, 2015**
- **NOVEMBER 4, 2015**

CONSENSUS: By a consensus of the committee the September 2, 2015 minutes were approved as written. The November 4, 2015 minutes were approved with one correction, the date of the meeting in the first sentence read July 1, 2015; it should read November 4, 2015.

IV. COMMUNITY UPDATES

As requested by the Scandinavian Festival Association, at the November, 2015 meeting, a discussion regarding parking during the festival took place. Issues noted were the city staff time involved in issuance of parking permits (currently there was not a defined area for permits, they were available to business owners and citizens upon request), and removal of street/traffic/directional signs during booth set-up/tear-down. Director Kaping stated the signs needed to be removed/replaced by Public Works personnel.

Possible solutions suggested were:

- The Festival Association offered to provide, in advance, a map of signs that would need to be removed in order to facilitate booths set-up/tear-down
- Registered letters from the Festival Association to their vendors outlining expectations before/during/after Festival
- Imposition of a fine for violations
- The Festival paying overtime wages to have a Public Works employee present during booth set-up/tear-down

- Monitoring of permitted parking as a fundraiser activity (Public Works staff and Festival Board members meet to outline process)
- Better utilization of the city parking lot at E 5th Avenue and Deal Street

V. CONTINUED BUSINESS

● **SPECIAL EVENT PROCESS (12-15)**

Planner Cogburn said he was working on draft documents for Committee review and would bring those to the Committee at a future meeting.

● **LOAN PROGRAM (12-14)**

Planner Cogburn reviewed the status of the existing Business Development loan.

● **PROGRESS TRACKING (12-10)**

Consensus: The committee consensus was to move active items to the forecaster format and discontinue use of the tracker.

VI. OTHER BUSINESS

Planner Cogburn reviewed pertinent Oregon Senate Bills which took effect January 1, 2016.

VII. ADJOURNMENT

As there was no further business, the meeting was adjourned at 7:15 p.m.

The next standing meeting of the Community Development Committee would be Wednesday, February 3, 2016 at 6:30 p.m.

Respectfully Submitted:

Tere Andrews, Secretary