



City of *Junction City*

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Planning Commission Meeting (Possible Quorum of the Council)

Date: Wednesday, July 15, 2015
Time: **6:30 – 9:00 p.m.**
Location: Council Chambers, 680 Greenwood Street
Contact: Jordan Cogburn, 541-998-2153

A G E N D A

1. Open Meeting and Pledge of Allegiance
2. Review Agenda
3. Public Comment (for items not already on the agenda)
4. Approval of Minutes
 - June 17, 2015
5. Action Items (Request action by Planning Commission)
 - a) Public Hearing: CPA-15-01/RZ-15-01
 - b) Extension Request: VAR-13-02
6. Planning Activity Report
7. Commissioner Comments
8. Adjournment

Next Meeting August 19, 2015 – Check with City for changes
Location is wheelchair accessible (WCA)

THIS MEETING WILL BE RECORDED

I. PUBLIC HEARING PROCESS

Public Hearings will be conducted as follows:

1. Open Public Hearing
2. Declaration of Conflict of Interest, Bias, Ex Parte Contacts, and Challenges to Impartiality
3. Staff Report
4. Applicant's Presentation
5. Proponents
6. Opponents
7. Neutral Parties
8. Rebuttal of Testimony
9. Questions from the Planning Commission
10. Staff Summary
11. Close of Public Hearing
12. Deliberation and Decision by the Planning Commission

If you provide testimony, please state your name and address for the record. Testimony and evidence must be directed toward the applicable substantive criteria or other criteria believed to apply to the decision.

If you would like an opportunity to present additional evidence, arguments or testimony regarding the application at a later date, you may request during the hearing that the Planning Commission hold the record open.

Helpful Tips When Speaking Before the Planning Commission

Before the meeting begins, give a copy of any written materials to the Planning Secretary.

Please speak clearly keep in mind the meetings are recorded.

Before beginning your statement say your name and address for the record.

Speak to the Commission through the Chairperson. For example, "Mr. /Ms. Chair, members of the Commission ..."

In order to give everyone the opportunity to speak the Planning Commission may set a time limit. Out of courtesy to citizens speaking after you, please respect the time limit.

The Planning Commission for the City of Junction City met on Wednesday, June 17, 2015 at 6:30 p.m. in the Council Chambers at City Hall, 680 Greenwood Street, Junction City Oregon.

PRESENT WERE: Planning Commissioners, Jason Thiesfeld (Chair), Jack Sumner (Vice Chair), James Hukill, , Jeff Haag, and Sandra Dunn; City Planner, Jordan Cogburn and; Planning Secretary, Tere Andrews; **ABSENT:** Planning Commissioners Ken Wells and Stuart Holderby; and Alternate Kevin Cross

I. OPEN MEETING AND REVIEW AGENDA

Chair Thiesfeld opened the meeting at 6:30 pm and led the Pledge of Allegiance.

II. CHANGES TO THE AGENDA

The public hearing originally scheduled for June 17, 2015, for CPA-15-01 & RZ-15-01 were rescheduled to the July 15, 2015 Planning Commission meeting.

III. PUBLIC COMMENT (FOR ITEMS NOT ALREADY ON THE AGENDA)

There was none.

IV. APPROVAL OF MINUTES

• **MAY 20 2015**

Motion: Commissioner Haag made a motion to approve the May 20, 2015 minutes as written. Commissioner Hukill seconded the motion.

Vote: Passed by a vote of 5:0:0. Chair Thiesfeld, Commissioners Dunn, Hukill, Haag, and Sumner voted in favor.

V. PLANNING COMMISSION ALTERNATE VACANCY

Planner Cogburn reviewed the agenda item with the Commission. One of the applicants, Alicia Beymer, was in attendance.

Planner Cogburn noted the requirements for regular Planning Commission seats did not apply to the Alternates. Thus the fact that the applicants both reside outside the city limits was not a hindrance to their ability to serve. However, if appointed to the alternate position, should a regular Planning Commission seat become vacant, they would have to meet the residency requirements as stated in the By-Laws, in order to fill that vacancy.

A discussion took place regarding attendance requirements. The Planning Commission By-Laws stated a certified letter needed to be sent to a member who missed three consecutive meeting without leave of absents. Afterwhich if there was a fourth consecutive absents, the Planning Commission could remove that member.

Motion: Commissioner Haag made a motion recommend to the Mayor and Council Alicia Beymer for the vacant Planning Commission Alternate seat. Commissioner Hukill seconded the motion.

Vote: Passed by a vote of 5:0:0. Chair Thiesfeld, Commissioners Dunn, Hukill, Haag, and Sumner voted in favor.

VI. DISCUSSION: PLANNING COMMISSION BY-LAWS

Planner Cogburn directed the Commission to the last page of the By-Laws. Per the By-Laws notice of a potential change to the By-Laws needed to take place at the meeting prior to the possible vote on a change.

Among the discussion items for possible By-Law change was the process used to fill Alternate positions. Concern was voiced that the process was too lengthy. The question was asked, since the Alternates were appointed by the Mayor with approval from the Council, would it be possible for the Planning Commission to vote to move an interested Alternate into a vacant regular seat on the Planning Commission. An argument in support was that the Alternates were, according to the By-Laws, required to attend the meeting and thus would be informed on the current issued.

Planner Cogburn reviewed draft text revisions, related to voting and membership composition. He noted there were discrepancies between the Development Code and the Ordinance as well as the By-Laws.

Chair Theisfeld requested staff bring back By-Laws from other Planning Commissions.

Consensus: By consensus of the Planning Commission, notice of possible amendment to the By-Laws would be on the July 15, 2015 Planning Commission meeting.

VII. PLANNING ACTIVITY REPORT

Planner Cogburn reviewed the Planning Activity report with the Commission.

VIII. COMMISSIONER COMMENTS

Commissioner Sumner said several locations that were previously given notice of code violations of tall grass, and similar issues, were past the deadlines given on notices.

VIII. ADJOURNMENT

Motion: Commissioner Hukill made a motion to adjourn the meeting. Commissioner Dunn seconded the motion.

Vote: Passed by a vote of 5:0:0. Chair Thiesfeld, Commissioners Dunn, Hukill, Haag, and Sumner voted in favor.

The meeting adjourned at 7:25 p.m.

The next regularly scheduled Planning Commission meeting would be Wednesday July 15, 2015 at 6:30 p.m.

Respectfully Submitted,

Tere Andrews, Planning Secretary

Jason Thiesfeld, Planning Commission Chair

JUNCTION CITY PLANNING COMMISSION

AGENDA ITEM SUMMARY



O'Reilly Auto Parts, Inc. Extension Request File: DEV-13-02/VAR-13-02

Meeting Date: July 15, 2015
Department: Planning
www.junctioncityoregon.gov

Agenda Item Number: 5b
Staff Contact: Jordan Cogburn
Contact Telephone Number: 541-998-4763

ISSUE STATEMENT

At the July, 2013 Planning Commission meeting, the Commission approved the Development Review and Variance (window standards) for O'Reilly Auto Parts. On January 6, 2014, O'Reilly Auto Parts submitted a request to the Planning Commission for an extension of both the Development approval and Variance. The Commission approved the Development Review (DEV-13-02) and Variance (VAR-13-02) extension to July 21, 2015. The present request submitted on June 26, 2015 is regarding an additional one year extension, warranted by JCMC 17.150.140, with an expiration of July 21, 2016.

BACKGROUND

On July 22, 2013, the Planning Commission approved the following land use applications: Development Review (DEV-13-02) and Variance – windows (VAR-13-02). Since the approval, the applicant was granted a one year extension of the approvals. Extensions are regulated by the Junction City Municipal Code (JCMC) Section 17.150.140 (See full Section below). Staff requested the following information from the applicant:

- Extension application (Applicant contact information, property owner contact information and signature, if different from applicant)
- Proposal to extend approval of land use applications for a period of one year from the approved end date (July 21, 2015). Narrative addressing criteria for extension (Reference JCMC 17.150.140):
 - Proposed timeline for pursuing the completion of the project, and
 - That no material changes of surrounding land uses or designation has occurred since the time of approval.

RELATED CITY POLICIES

The following sections of the Junction City Municipal Code (JCMC) are relevant to the extension.

JCMC 17.150.010 Scope of rules.

These rules shall govern the conduct of hearings on all quasi-judicial land use matters. [Ord. 1054 § 1, 1998; Ord. 742 § 1, 1978; Ord. 635 § 2, 1974.]

JCMC 17.150.140 Time limit on a permit for a conditional use or a variance.

All land use decisions and approvals shall be based upon findings of fact. In order to assure that these decisions remain valid, all land use approvals shall be void after one year if no substantial construction has taken place. However, the planning commission may grant two one-year extensions upon a determination that the applicant is pursuing the completion of the project and that no material changes of surrounding land uses or designation has occurred. [Ord. 975 § 2, 1993; Ord. 950 § 119, 1991.]

PLANNING COMMISSION OPTIONS

1. Approve the extension request

2. Review the item and provide feedback to Staff.

PLANNING STAFF RECOMMENDATION

Staff recommends that the Planning Commission approve the extension request.

SUGGESTED MOTION

“I move that the Planning Commission approve the extension request from O’Reilly Auto Parts for their Development approval and Variance approval file Numbers DEV-13-02 and VAR-13-02, respectively to July 21, 2016.”

ATTACHMENT

1. Copy of O’Reilly Extension Request Letter Submitted June 26, 2015



**P.O. Box 1156 + 233 S. Patterson
Springfield, MO 65801
Phone (417)-862-3333
www.oreillyauto.com**

June 26, 2015

City of Junction City
680 Greenwood
Junction city, OR 97448

Re: O'Reilly Auto Parts
426 W. 4th Avenue
Junction City, OR

To Whom It May Concern:

Please accept this letter as our formal request for an extension of the Development Review Approval (DEV-13-02) and Variance Approval (V13-02), for a period of one year, from July 21, 2015 to July 21, 2016. O'Reilly Automotive Stores, Inc. has been unable to begin construction of this project but anticipates that construction will begin sometime late in 2015. No material changes or surrounding land use designations have occurred since the time of approval. We ask that you grant us this extension and appreciate your assistance with this matter.

Please feel free to contact our office if you have any further questions.

Sincerely,

Scott Kraus
VP Real Estate

lkh

Copy to: Mr. Steve Peterie, O'Reilly Auto Parts

MEMORANDUM

TO: Planning Commission
FROM: Planning Department
RE: July Planning Activities

**Land Use Application and Planning Project Status**

- Staff has met with representatives of Guaranty RV, Public Works Staff, the City Engineer and Fire Department regarding the construction of a new RV park located between Highway 99 and Prairie Rd. The site is zoned R2 and was recently annexed into the City. During the Annexation process the applicant also requested a Code text amendment to allow RV parks as a conditional use in the R2 zone, which was approved unanimously by the Council. Guaranty RV hopes to break ground by early fall 2015.
- Grain Millers Inc. has resubmitted a Development Review application and Building permit application regarding the 1,000sf+ Industrial Facility to be located north of Meadowview Rd. The resubmitted application include revisions to the site plan as requested by Planning Staff, as well as a Lane County requested Traffic Impact Analysis. Staff hopes to have a completed report by the end of the month.
- St. Vincent DePaul's Alona Place Apartment complex located north of 1st Avenue has received conditional approvals for both Development Review and Building permit submittals. Permits are ready to issue and Staff anticipates payment and pickup prior to the July 15 Standing PC meeting.

City Council Update

- Council has initiated a Code Text Amendment to allow Public Schools in the High Density Residential (R3) zone. This is in response to a potential purchase of the 18th and Rose St. property by the Junction City School District. The first Public Hearing will come before the Planning Commission at the standing September meeting.
- Council has requested that Staff present potential changes to the JCMC, regarding the regulation of Mobile Food Units (Food Carts) with Commercially zoned areas within the City, to the Finance and Judiciary Committee. This is in response to multiple citizen inquiries to allow Mobile Food Units (Food Carts) on Commercially zoned properties in Junction City.

Future Action Items

- Final Approval of the Oaklea Enterprises / Hayden Homes Planned Unit Development, and subsequent Final Plat approval for Phase-1 of the PUD.
- Comprehensive Plan Redesignation and Rezone of 84.5 acres of residential lands west of Oaklea Dr., concurrent with the Rolling Meadows PUD final approval.

TSP Update

- The task force has requested that staff bring the information back to the Council with the recommendation to pursue completion with a City contracted Transportation Planner, and to utilize areas of the current draft that are deemed satisfactory. Staff has developed a draft list of recommendations and will seek direction from the task force in the coming week.

Planning Commission

- Staff requests that the Commission review the current By-Laws in regard to member attendance and provide direction.

Building Activities:

- The building report for May and June 2015 is included as an attachment to this report.

City of Junction City Building Permit Activity Report
Monthly Summary 2015

Monthly Totals Single-Family Residential											
	January	February	March	April	May	June	July	August	September	October	Total
Submitted Permits	8	3	4	4	1	4	0	0	0	0	24
Issued Permits	3	5	3	3	2	4	0	0	0	0	20
SFD - Total Sq Ft	5,163	9,855	5,143	5,272	4,056	12,488	0	0	0	0	41,977
SFD-Average Sq Ft	1,721	1,971	1,714	1,757	2,028	3,122					2,099
Permit Fees	\$ 4,047	\$15,208	\$11,899	\$8,498	\$6,177	\$ 10,344	\$ -	\$ -	\$ -	\$ -	\$ 56,173
SDC Fees	\$ 12,677	\$63,383	\$94,991	\$38,385	\$25,353	\$ 50,707	\$ -	\$ -	\$ -	\$ -	\$ 285,496
Zone of Benefit	\$ 6,603	\$26,422	\$6,608	\$19,833	\$13,229	\$ 14,775	\$ -	\$ -	\$ -	\$ -	\$ 87,470
Total Valuation	\$ 372,000	\$1,237,000	\$563,000	\$663,000	\$516,000	\$769,000	\$ -	\$ -	\$ -	\$ -	\$ 4,120,000
Monthly Totals Residential Remodel/Addition											
	January	February	March	April	May	June	July*	August	September	October	Total
Submitted Permits	1	2	3	0	0	0	0	0	0	0	6
Issued Permits	2	1	4	0	0	0	0	0	0	0	7
Permit Fees	17,200	104	1,206	0	0	0	0	0	0	0	\$ 18,510
Total Valuation	0	1,400	59,000	0	0	0	0	0	0	0	\$ 60,400
Monthly Totals Commercial /Industrial											
	January	February	March	April	May	June	July	August	September	October	Total
Submitted Permits	0	0	0	2	7	2	0	0	0	0	11
Issued Permits	6	2	3	5	5	4	0	0	0	0	25
Permit Fees	\$3,315	\$606	\$599	\$5,747	\$1,010	\$904	\$0	\$0	\$0	\$0	\$ 12,181
SDC Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$ -
Zone of Benefit	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$ -
Total Valuation	\$0	\$0	\$0	\$922,000	\$0	\$41,000	\$0	\$0	\$0	\$0	\$ 963,000
Monthly Totals Single Permits & ePermits											
	January	February	March	April**	May	June	July	August	September	October	Total
Submitted Permits	16	8	12	9	10	21	0	0	0	0	76
Issued Permits	16	8	12	9	10	21	0	0	0	0	76
Permit Fees	\$1,889	\$833	\$1,812	\$643	\$1,212	\$118	\$0	\$0	\$0	\$0	\$ 6,507
Monthly Totals All Permits											
	January	February	March	April	May	June	July	August	September	October	Total
Submitted	25	13	19	15	18	27	0	0	0	0	117
Issued	27	16	22	17	17	29	0	0	0	0	128
Permit Fees	\$ 26,451	\$ 16,751	\$ 15,516	\$ 14,887	\$ 8,400	\$ 11,366	\$ -	\$ -	\$ -	\$ -	\$ 93,371
SDC Fees	\$ 12,677	\$ 63,383	\$ 94,991	\$ 38,385	\$ 25,353	\$ 50,707	\$ -	\$ -	\$ -	\$ -	\$ 285,496
Zone of Benefit	\$ 6,603	\$ 26,422	\$ 6,608	\$ 19,833	\$ 13,229	\$ 14,775	\$ -	\$ -	\$ -	\$ -	\$ 87,470
Valuation	\$ 372,000	\$ 1,238,400	\$ 622,000	\$1,585,000	\$ 516,000	\$810,000	\$ -	\$ -	\$ -	\$ -	\$ 5,143,400