

**THE COMMUNITY DEVELOPMENT COMMITTEE FOR THE CITY OF JUNCTION CITY MET AT 6:30 P.M. ON WEDNESDAY, NOVEMBER 4, 2015, IN CITY HALL, 680 GREENWOOD STREET, JUNCTION CITY, OREGON.**

**PRESENT WERE:** City Councilors, Herb Christensen (Chair), and Karen Leach; and City Planner, Jordan Cogburn. **ABSENT:** 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. COMMUNITY UPDATES**

Scandinavian Festival Association President, Matt Nelson said the application for the street closure requests and timeline for the 2016 festival were the same as for the 2015 festival. One correction to the application was to strike the request for the 7<sup>th</sup> and Holly parking lot. He requested a discussion about parking mitigation be added to the next meeting agenda, also if a representative from Public Works could be present at that meeting. He asked that parking permits be included in the discussion about parking mitigation.

Planner Cogburn asked Mr. Nelson to submit a corrected application and a written request to have Public Works represented at the next CDC meeting.

Chair Christensen and Councilor K Leach said the appropriate committee for a discussion about parking permits would be the Streets Committee.

In regard to the use of the community center during the festival, as Mr. Nelson understood, the use of the community center for the 2016 festival would be reviewed. He also reported during a conversation with Community Services Director, Tom Bolden, Director Bolden stated that was his understanding as well.

Planner Cogburn replied direction from the City Administrator was to take that discussion directly to the City Council.

**IV. NEW BUSINESS**

**● SPECIAL EVENTS PROCESS: MUNICIPAL CODE (ORDINANCE) (12-15)**

Planner Cogburn provided the Committee with several examples of event processes in other communities. He suggested a tiered approach where less complex requests would be handled at a staff level and more complex requests be handled through the Committees and City Council. The fee structure would be based on the review type (level of complexity).

Chair Christensen felt three (3) tiers were sufficient for event review.

Planner Cogburn offered to bring back, for review and discussion at the next meeting, draft documents.

**V. CONTINUED BUSINESS**

• **LOAN PROGRAM (12-14)**

Planner Cogburn reviewed the status of existing Business Development loans. Country Coach paid their loan in full.

**Consensus:** The committee consensus was to review the loan application and guidelines at a future meeting.

• **PROGRESS TRACKING (12-10)**

The committee reviewed the progress tracker.

**VI. OTHER BUSINESS**

There was none.

**VII. ADJOURNMENT**

As there was no further business, the meeting was adjourned at 6:22 p.m.

Respectfully Submitted:

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Tere Andrews, Secretary