

The Planning Commission for the City of Junction City met on Tuesday, November 18, 2014 at 6:30 p.m. in the Council Chambers at City Hall, 680 Greenwood Street, Junction City Oregon.

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

RESIGNED: Commissioner Robert Solberg notified the city of his resignation the afternoon of November 18, 2014.

I. OPEN MEETING AND REVIEW AGENDA

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

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

There were none.

III. APPROVAL OF MINUTES

• **OCTOBER 21, 2014**

Motion: Commissioner Sumner made a motion to approve the October 21, 2014 minutes as corrected. The correction was as follows: Commissioner Hukill left the meeting momentarily upon his return; he took a seat in the audience so as not to disrupt the meeting. Commissioner Dunn seconded the motion.

Vote: Passed by a vote of 6:0:0. Chair Thiesfeld, Commissioners Dunn, Sumner, Holderby, Haag, and Hukill voted in favor.

IV. DISCUSSION: POSSIBLE CODE TEXT REVISIONS

Planner Cogburn reviewed code regarding fermentation and distilling which were specifically prohibited in the Junction City Municipal Code (JCMC). He noted there were several uses in the Commercial zones that lent themselves to a brewpub concept.

Chair Thiesfeld suggested removal of the list of specific types of businesses in the Central Commercial zoning district but the statement that retail was a use permitted outright would remain.

Planner Cogburn commented that some municipalities looked at production rate of the brewpubs themselves. In the municipalities reviewed, production was capped once beyond that cap it became an Industrial use and would need to be located in an appropriate zoning district.

Commissioner Sumner asked what guidance the Council provided to Planner Cogburn.

Planner Cogburn responded the recommendation from the Council was to have the Planning Commission review options.

Commissioner Sumner suggested looking to language used by other municipalities as a starting point. He was in favor of new businesses that would expand the tax base.

Commissioner Haag said many towns had small bars/taverns in the industrial areas. He did not see a problem with that. He hesitated to place a cap on production for a brewery. He felt that would limit a business' ability to expand.

Chair Thiesfeld asked Planner Cogburn what he needed to move forward.

Planner Cogburn replied the Commission, if they so desired, could direct staff to come back with proposed code language/ changes. Zoning text amendments required the City to notice the Oregon Department of Land Conservation and Development (DLCD) about proposed change(s).

Commissioners Haag and Dunn voiced support of the idea.

Other points made during the discussion included that a small-scale brewery produced about 5000 barrels per year. As a reference point, Deschutes Brewery, located in Bend, produced about 250,000 barrels per year. Waste produced by a microbrew was minimal, similar to a small commercial kitchen.

Commissioner Sumner felt staff should go forward with notification to DLCD.

Consensus: The Commissioner directed Planner Cogburn to bring back draft code revisions/changes and to move forward with notification to DLCD.

V. DISCUSSION: BUILDING INSPECTION PROGRAM

Planner Cogburn stated, at the October Planning Commission meeting there was a request from the Commissioners to discuss the building inspection program. At the Commission's request, Planning Commission Alternate, Stuart Holderby offered his professional knowledge as a building inspector.

The current building official contract was through June of 2015. The contract and building official program fell under the direction of the Finance/Judiciary Committee of the City Council. The Planning Commission could offer their recommendations however; it was up to the Finance/Judiciary Committee to make any decisions regarding the Building Official program or contract.

Commissioner Sumner said more than one (1) inspector would be needed because of certification requirements. He noted the contracted building official received 75% of the permit fee and the City received 25%. The 75% was the only fee charged by the contracted building official. There were no additional fees charged to the City by the contracted Building Official.

The Commissioners held a discussion regarding the Building Inspection program. Included in the discussion were issues of cost for an in-house building official. That individual needed to hold a number of inspection certifications, such as plumbing, mechanical and structural for residential and separate certifications for commercial plumbing, mechanical and structural. Should an in-house Building Official not possess all of the needed certifications, a third party inspector could be used as needed. The Building Official could also conduct a code enforcement program.

A few years ago, the Finance/Judiciary committee reviewed the question of an in-house building official program. At that time, the committee found a contracted building official was more cost effective.

The cost of permits was discussed. Commissioner Holderby explained the 'lion's share' of fees for new construction were system development charges. He added an intergovernmental agreement to share a Building Official with another municipality was also an option.

Commissioners Haag, Hukill and Dunn voiced agreement with the idea of an in-house building official.

Consensus: The Planning Commission consensus was to make recommendation to the Finance/Judiciary Committee to look into the possibility of an in-house Building Official.

VI. DISCUSSION: POSSIBLE CHANGE TO STANDING PLANNING COMMISSION MEETING DATE

Planner Cogburn said at the October meeting Chair Thiesfeld asked the Commission if they would be open to changing the standing date of the Planning Commission meetings. The Planning Commission By-Laws spoke to amendment of those by-laws. An amendment was permitted provided notice of the proposed

amendment was given at a preceding meeting. The notice of possible amendment to the By-Laws was on the agenda for the November 18, 2014 meeting. A vote to change the meeting date could take place at the December Planning Commission meeting.

Alternative dates for the standing Planning Commission meeting were the second or third Monday or the second or third Wednesday of each month.

Commissioner Haag said he preferred Wednesdays.

Commissioners Hukill and Holderby were also available Wednesday evenings.

The Commissioners were in general agreement to move the standing meeting date to the third Wednesday of each month. The item would appear on the December Planning Commission agenda for a vote. If passed, the change would begin in January of 2015.

VII. DISCUSSION: REVIEW OF PLANNING COMMISSION WORK PLAN

Planner Cogburn reviewed the Planning Commission work plan with the Commission. He asked the Commissioners for their recommendations on which items to take to Council for approval.

The Commission recommended the Transportation System Plan update, and a zoning code restructuring.

(The Chair called a meeting break at 8:15 pm)

(The meeting resumed at 8:16pm)

VIII. PLANNING ACTIVITY REPORT

Planner Cogburn reviewed the Planning Activity report with the Commission.

IX. COMMISSIONER COMMENTS

Commissioner Haag thanked the Commission for their positive approach toward the possibility of new businesses in Junction City.

Chair Thiesfeld thanked staff for their work.

VIII. ADJOURNMENT

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

Vote: Passed by a vote of 6:0:0. Chair Thiesfeld, Commissioners Dunn, Sumner, Haag, Holderby, and Hukill voted in favor.

The meeting adjourned at 8:46 p.m.

The next regularly scheduled Planning Commission meeting would be Tuesday, December 16, 2014 at 6:30 p.m.

Respectfully Submitted,

Tere Andrews, Planning Secretary

Jason Thiesfeld, Chair