



*Planning Commission Meeting
(Possible Quorum of the Council)*

Date: Wednesday, December 16, 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
 - September 16, 2015
 - October 21, 2015
 - November 18, 2015
5. Action Items (Request action by Planning Commission)
 - a) Continued Public Hearing: AMD-15-02, Permitted Use in R3
 - b) Officer Elections
6. Planning Activity Report
7. Commissioner Comments
8. Adjournment

Next Standing January 20, 2016 – 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.

Next Standing January 20, 2016 – Check with City for changes

Location is wheelchair accessible (WCA)

THIS MEETING WILL BE RECORDED

The Planning Commission for the City of Junction City met on Tuesday, September 16, 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), Jeff Haag, Ken Wells, Stuart Holderby, James Hukill, and Sandra Dunn; Planning Commission Alternate, Alicia Beymer; City Planner, Jordan Cogburn and; Planning Secretary Substitute, Gina Moore; **ABSENT:** None

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

Staff requested the public hearings originally re-scheduled to July 15, 2015, for CPA-15-01 & RZ-15-01 be removed from the agenda as Hayden Homes notified the City they were no longer pursuing the project. Therefore Staff recommended the associated comprehensive plan and zone change amendments (CPA-15-01 & RZ-15-01) be tabled until further notice.

A letter was received from the property owner, Oaklea Enterprises, which stated they did not recognize or accept approval of PUD 15-01 because the PUD applicant, Hayden Homes, backed out of their deal. The status of the PUD approval was in question since certain approval requirements, such as the dedication for a street on the north property line were not made correctly. Therefore, moving forward with the public hearings for CPA-15-01 AND RZ-15-01, based on the PUD approval might not be valid.

Consensus: The consensus of the Commission was to table the public hearings for CPA-15-01 AND RZ-15-01.

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

There were none.

IV. APPROVAL OF MINUTES

● AUGUST 18 2015

Motion: Commissioner Haag made a motion to approve the August 18, 2015 minutes as written. Commissioner Dunn seconded the motion.

Vote: Passed by a vote of 7:0:0. Chair Thiesfeld, Commissioners Dunn, Hukill, Haag, Wells, Holderby, and Sumner voted in favor.

V. PLANNING COMMISSION BY-LAWS AMENDMENT: MEMBERSHIP

Planner Cogburn said the Planning Commission had requested that Staff bring back proposed changes to the By-laws based on prior Commission discussions about membership requirements. The current By-Laws reflect numerous revisions in terms of membership, and provide a numerical value when referencing membership that does not match the total membership. The Planning Commission By-Laws, Junction City Municipal Code, and City Ordinance relative to Planning Commission membership, did not mirror one another.

At the July 15, 2015 Stand Planning Commission meeting, the Commission provided notice of potential amendments to the By-Laws, and directed Staff to return with revisions that would allow for Alternate members to reside anywhere within the 97448 zip code and clarify various sections within the By-Laws that conflicted with the municipal code and/or city ordinance.

The Commission held a discussion regarding a more expedient process to fill a vacancy on the Planning Commission. There was general consensus of the Commission to be able to make recommendation to the Mayor to appoint an existing Planning Commission Alternate to the vacancy. The current process followed City code for filling vacancies which included advertising a vacancy for 60 days and requiring an interested Alternate apply during that period.

A code text amendment to the Junction City Municipal Code would be necessary in order for it to conform to the proposed By-Law amendments. A code text amendment would repeal the current Ordinance and replace it with an Ordinance that mirrored the By-Laws, and thus amend the Junction City Municipal Code. The code text amendment process required approval from the Planning Commission and the City Council.

Motion: Commissioner made a motion to amend the Planning Commission By-Laws as presented in Attachment A. Commissioner Dunn seconded the motion.

Vote: Passed by a vote of 7:0:0. Chair Thiesfeld, Commissioners Dunn, Hukill, Haag, Wells, Holderby, and Sumner voted in favor.

VI. PLANNING COMMISSION ALTERNATE VACANCY RECOMMENDATION

Motion: Commissioner Haag made a motion to recommend to the Mayor and City Council appointment of Patricia Phelan to fill the Planning Commission Alternate vacancy. Commissioner Dunn seconded the motion.

Vote: Passed by a vote of 7:0:0. Chair Thiesfeld, Commissioners Dunn, Hukill, Haag, Wells, Holderby, and Sumner voted in favor.

VII. PLANNING ACTIVITY REPORT

Planner Cogburn reviewed the Planning Activity report with the Commission.

VIII. COMMISSIONER COMMENTS

Commissioner Sumner asked about a stop sign on the northwest corner of W 18th a county road and the access to Safeway. This was brought up at the September 15, 2015 Public Safety Committee meeting. He asked was there anything the City could do there.

Planner Cogburn responded another individual had inquired about traffic sign at other locations in the city. Direction from the City Council was, after completion of the transportation system plan review, to assess the road network and determine where signage/signals were needed.

VIII. ADJOURNMENT

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

Vote: Passed by a vote of 7:0:0. Chair Thiesfeld, Commissioners Dunn, Hukill, Haag, Wells, Holderby, and Sumner voted in favor.

The meeting adjourned at 7:423 p.m.

The next regularly scheduled Planning Commission meeting would be Wednesday October 21, 2015 at 6:30 p.m.

Respectfully Submitted,

Tere Andrews, Planning Secretary

Jason Thiesfeld, Planning Commission Chair

DRAFT

The Planning Commission for the City of Junction City met on Wednesday, October 21, 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), Jeff Haag, James Hukill, Stuart Holderby and Sandra Dunn; Planning Commission Alternates, Alicia Beymer, and Patricia Phelan; City Planner, Jordan Cogburn and; Planning Secretary Substitute, Gina Moore. **ABSENT:** Planning Commissioner, Ken Wells

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

None noted

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

NONE

IV. A. GAMBEE FINAL PARTITION AND MODIFICATION REQUEST

Planner Cogburn reviewed the requested modification to the Gambee Final Partition (MP-15-01). The conditions of the final order have been met. Public Works Director Kaping was in agreement. Planner Cogburn requested direction from the Commission.

Commissioner Sumner asked if there were problems with access on this property.

Planner Cogburn responded as part of the easement, there was a statement that access could not be blocked.

Commissioner Sumner asked if the proposed access was intended to preserve the cedar tree and whether or not the tree was on City property.

Commissioner Beymer asked about the purpose of maintenance agreement.

Planner Cogburn answered the maintenance agreement was for the homeowners. It would be recorded with the final partition.

Commissioner Sumner asked if the City had agreed to a 20-foot wide driveway.

Planner Cogburn replied, yes, the driveway was 25-feet wide, 20 of which were paved. That was standard in the Municipal Code.

Commissioner Sumner asked if there was enough room for a fire truck to turn around.

Planner Cogburn responded that would be addressed at the time of development.

Motion: Commissioner Haag made a motion to approve with conditions as stated in the final order the Preliminary Partition for Tax Lot 403 of Assessor's Map 16-04-06-11, File # MP-15-01. Commissioner Dunn seconded the motion.

Vote: Passed by a vote of 7:0:0. Chair Thiesfeld, Commissioners Dunn, Hukill, Haag, Wells, Holderby, and Sumner voted in favor.

V. DISCUSSION ITEMS A. PLANNING COMMISSION WORK PLAN REVIEW

Planner Cogburn reviewed the Planning Commission Work Plan Document with the Commission. He requested Commission direction on work plan items. The Planning Commission would like to review the work plan items as time permits. It was noted some items have been resolved.

Commissioner Haag asked about item #1308-D, The Commission and City Council had held joint work sessions in the past, was this allowed?

Planner Cogburn stated that he could research the municipal code.

Chair Thiesfeld stated that he would like to see a few of these items completed this winter as it was a slower time.

Chair Thiesfeld said he would like to tackle some of the items during the fall and winter. He suggested they complete the top two items, the sign regulations and zoning map inconsistencies, then re-rank the remaining work plan items, possibly looking at the sign code at the January, 2016 meeting.

Commissioner Hukill asked Planner Cogburn what item he would like to see addressed first.

Planner Cogburn suggested they schedule a work session. It would be helpful to have a Zoning chart listing each zoning district and standards of each. A review of the sign regulations would be a great start. Also item #1310 currently the City

did not contain regulations for Property Line Adjustments; the City currently followed State standards under the Oregon Revised Statutes.

Commissioner Hukill reiterated that items 1301 (sign regulations), 1306 (allow small scale retail in M1), and 1310 (property line adjustment) are the three that Planner Cogburn would suggest.

Commissioner Haag asked, item 1302D (Raintree Meadows park), was that something that could be done as a code text amendment.

Planner Cogburn stated that he would speak to the Community Services Director about it.

Chair Thiesfeld directed Staff to select a few work plan items that would not take a great deal of staff time and bring recommendations back to the Planning Commission.

VI. PLANNING REPORT

Planner Cogburn reviewed the October Planning Report.

Planner Cogburn stated a meeting was held with Grain Millers, Public Works, and ODOT. They discussed traffic on Highway 99. He also met with Lane County Engineers and they did not approve the plan but did tentatively approve another plan called a "pork chop" (all truck traffic forced to turn east onto Prairie Road).

The Mayor approved Patricia Phelan as a Planning Commission Alternate.

VII. COMMISSIONER COMMENTS

Commissioner Sumner asked if Planner Cogburn could provide fee schedule for permits.

VIII. ADJOURNMENT

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

Vote: Passed by a vote of 7:0:0. Chair Thiesfeld, Commissioners Dunn, Hukill, Haag, Wells, Holderby, and Sumner voted in favor.

The meeting adjourned at 7:41 p.m.

The next regularly scheduled Planning Commission meeting would be Wednesday November 18, 2015 at 6:30 p.m.

Respectfully Submitted,

Tere Andrews, Planning Secretary

Jason Thiesfeld, Planning Commission Chair

DRAFT

The Planning Commission for the City of Junction City met on Wednesday, November 18, 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), Jeff Haag, Ken Wells, James Hukill, Stuart Holderby and Sandra Dunn; Planning Commission Alternate, Alicia Beymer; City Planner, Jordan Cogburn and; Planning Secretary Substitute, Gina Moore. Absent: Planning Commission Alternate, Patricia Phelan.

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

Approval of Minutes would take place at the December, 2015 meeting.

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

None

IV. HANAVAN MINOR PARTITION REQUEST

Planner Cogburn reviewed the staff report for the Hanavan Preliminary Partition (MP-15-02). There were no stated concerns by Public Works or the Fire District.

Motion: Commissioner Wells made a motion to approve with conditions as stated in the final order for MP-15-02, Hanavan Preliminary Partition, Tax Lot 6900 of Assessor's Map 15-04-31-14. Commissioner Sumner seconded the motion.

Vote: Passed by a vote of 7:0:0. Chair Thiesfeld, Commissioners Dunn, Hukill, Haag, Wells, Holderby, and Sumner voted in favor.

V. PUBLIC HEARING: AMD-15-02, PERMITTED USE IN R3

Chair Thiesfeld opened the public hearing for the proposed Text Amendment to the Zoning Code, Chapter 17.20 and asked if any Commissioner had a bias, ex parte contact or conflict of interest to declare.

There were none.

Staff Report

Planner Cogburn reviewed the staff report for AMD-15-02. At the June 23, 2015 City Council meeting, staff was directed to initiate a Code Text Amendment process and present revisions of the Junction City Municipal Code adding Public Schools as an outright permitted use in the R3 (Multiple-Family Residential) Zoning District.

Testimony

Chair Thiesfeld asked if there was anyone who wished to offer testimony.

Junction City School District Superintendent, Kathleen Rodden Nord, 325 Maple Street, Junction City Oregon 97448 stated a school was seemingly compatible with a residential zoning. The district was not asking for intrinsic industrial use. A school cited in a residential area was a safe route to school.

Mr. Van Criddle, General Manager of First Student wrote a letter in support of the code text amendment.

Commissioner Haag asked if he was correct that the public had recently voted down a bond measure for a new school.

Superintendent Rodden Nord responded that was correct.

Commissioner Haag asked if the school had funds available for purchase of property for a new school or was that planned for the future.

Superintendent Rodden Nord said the school district had funds to purchase land but it might also go to a bond measure.

Planner Cogburn noted public schools were currently permitted on land zoned as Public Land not R3 (Multi-family Residential).

Commissioner Hukill asked Superintendent Rodden Nord if a school was built in the area the district was considering, how that would impact the traffic on W 18th Avenue and Rose Street.

Superintendent Rodden Nord responded the school district would need to complete a traffic analysis.

Commissioner Holderby asked if a new school were constructed, what would happen to the old school (Laurel Elementary).

Superintendent Rodden Nord answered there would be public input on that question. It was not the school district's goal to demolish the property.

Mr. Tony Ceniga, 235 Thor Place, Junction City Oregon 97448, commented, while he was on the school board, there had been considerable conversation regarding rebuilding Laurel Elementary School. There were bids submitted to rehabilitate but they were already three-quarters of the way to a new building.

Chair Thiesfeld noted Rose Street was already congested. He asked, would they propose another road on the back side of the property.

Mr. Ceniga replied yes there would probably be another road onto W 18th Avenue. He added there would still be safety issues if Laurel Elementary was rebuilt.

Commissioner Sumner said tonight (at the public hearing), the Commission was tasked with considering if schools should be permitted uses in R3 zones.

Mr. John P. Gambia, 93984 Prairie Road, Junction City, Oregon, 97448 said he respected what other people said but despite hearing how unsafe Laurel Elementary was, there had not been any accidents. A school located at W 18th and Rose Street did not adhere to the school district objective of being near where students lived. Land zoned R3 was scarce in Junction City. He did not think locating an elementary school next to the middle school was a great idea.

Mr. Corey Walker, 1694 W 6th Avenue, Junction City, Oregon, 97448 felt there was a shortage of land (for multi-family housing). He disagreed with taking the R3 land.

Commissioner Haag said he wanted to entertain the idea of keeping the public hearing open.

Commissioner Sumner agreed.

Motion: Commissioner Haag made a motion to keep the hearing open until the December 16, 2015 Planning Commission meeting. Commissioner Holderby seconded the motion.

Vote: Passed by a vote of 6:1:0. Chair Thiesfeld, Commissioners Dunn, Hukill, Haag, Holderby, and Sumner voted in favor.

Commissioner Wells voted against the motion.

VI. PLANNING REPORT

Planner Cogburn reviewed the October Planning Report.

Grain Millers, ODOT (Oregon Department of Transportation) and, Lane County, reached an agreement on a site plan for the Meadowview Road Grain Millers' property.

Downtown area 3D model, Chair Thiesfeld asked that the model be brought to the December meeting.

Previously the Council directed staff to review traffic signage/signals throughout town. Sandow Engineering was contacted and staff anticipated a report soon.

VII. COMMISSIONER COMMENTS

Commissioner Sumner appreciated everyone's attendance.

VIII. ADJOURNMENT

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

Vote: Passed by a vote of 7:0:0. Chair Thiesfeld, Commissioners Dunn, Hukill, Haag, Wells, Holderby, and Sumner voted in favor.

The meeting adjourned at 7:54 p.m.

The next regularly scheduled Planning Commission meeting would be Wednesday December 16, 2015 at 6:30 p.m.

Respectfully Submitted,

Tere Andrews, Planning Secretary

Jason Thiesfeld, Planning Commission Chair

DRAFT

The Attached is reprinted from the November 18, 2015 Planning Commission Meeting and included here for your reference.

JUNCTION CITY PLANNING COMMISSION

AGENDA ITEM SUMMARY



Code Text Amendment

Meeting Date: November 18, 2015
Department: Planning
www.junctioncityoregon.gov

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

ISSUE STATEMENT

The Junction City Council has proposed Code Text Amendments to the Junction City Municipal Code (JCMC), Title 17, and Chapter 17.20. At the June 23rd City Council standing meeting, the Council directed staff to initiate the Code Text Amendment process and present revisions to the JCMC regarding allowing Public Schools as an outright permitted use in the R3 - Multiple-Family Residential Zoning District.

BACKGROUND

At the June 23rd City Council standing meeting, Council President Nelson requested a discussion regarding allowing Public Schools in the R3 Zone based on a discussion with community and school board members. Staff noted that the School District had stated an agreement to purchase property north of Oaklea Middle School, pending the ability to have a school located in that area.

The property is currently zoned R3 (High Density) and per Junction City's Municipal Code, schools are not allowed in a R3 zone. Staff presented Code examples from other nearby cities, all of which allowed schools in medium and high density residential areas.

Options presented included:

- A. A City initiated code text amendment to allow schools in a R3 zone. The amendment could be presented to allow the use outright or as a conditional use with specific criteria.
- B. A comprehensive plan amendment, which would be a more lengthy and involved process.

The Council consensus was to have Staff prepare a Code Text Amendment to allow public schools in the Multiple-Family Residential Zone (R3) as an outright permitted use.

COMMITTEE REVIEW AND/OR RECOMMENDATION

None

RELATED CITY POLICIES

17.145.010 Authorization to initiate amendments. An amendment to the text of this title or the zoning map may be initiated by the city council, by the planning commission or by application of a property owner or his authorized agent. The planning commission shall, within 40 days after a hearing, recommend to the city council approval, denial, or modification of the proposed amendment. An amendment to the text or the zoning map may be consolidated with a related amendment to the comprehensive plan text or map. [Ord. [1170](#) § 6, 2007; Ord. [950](#) § 107, 1991.]

17.145.030 Public hearing on amendment.

A. Notice of Hearing. Notice of time and place of the public hearing before the planning commission and of the purpose of the proposed amendment shall be given by the city in accordance with JCMC 17.150.070 and 17.150.080.

B. Recess of Hearing. The planning commission may recess a hearing in order to obtain additional information or to serve further notice upon other property owners or persons it decides may be interested in the proposed amendment. Upon recessing for this purpose, the commission shall announce the time and date where the hearing will be resumed.

C. Notice and Hearing Before City Council. After the hearing and recommendations have been made by the planning commission, the city council shall hold a public hearing on the proposed amendment. Notices of the hearing shall be by one publication in a newspaper of general circulation in the city not less than five days nor more than 20 days prior to the date of hearing. [Ord. 1112 § 1, 2003; Ord. 1037 § 1, 1997; Ord. 950 § 109, 1991.]

CITY ADMINISTRATOR'S COMMENT

The City Administrator requests that the Planning Commission follow process for review of the Code Text Amendment as presented.

POSSIBLE ACTIONS BY THE PLANNING COMMISSION

The Commission may:

- a. Recommend approval of the Code Text Amendment based on the proposed findings.
- b. Recommend modification of the Code Text Amendment based on changes to the proposed findings.
- c. Recommend denial of the Code Text Amendment with findings to support the denial.
- d. Continue the public hearing to a date certain if more information is needed.

SUGGESTED MOTION

"I make a motion to (recommend approval/recommend conditional approval/recommend denial) to the City Council of the proposed Coning Text Amendment initiated by the City; file # AMD-15-02 based the findings as stated in the Final Order."

ATTACHMENTS

- A. Proposed Text Amendments to JCMC Chapter 17.20 Multiple-Family Residential
- B. Public Hearing Notice
- C. Proposed Planning Commission Final Order (AMD-15-02) Amendment to JCMC Chapter 17.20 R3 - Multiple-Family Residential

FOR MORE INFORMATION

Staff Contact: Jordan Cogburn
Telephone: 541-998-4763
Staff E-Mail: jcplanning@ci.junction-city.or.us

Chapter 17.20

Multiple-Family Residential Zone (R3)

Sections:

- 17.20.010 Uses permitted outright.
- 17.20.020 Conditional uses permitted.
- 17.20.030 Development review.
- 17.20.040 Lot size.
- 17.20.050 Setback requirements.
- 17.20.060 Setback exceptions.
- 17.20.070 Height of buildings.
- 17.20.080 Lot coverage.
- 17.20.090 Building height transition.
- 17.20.100 Building orientation.
- 17.20.110 Building form.
- 17.20.120 Townhome (single-family attached/rowhouses) supplemental standards.
- 17.20.130 Neighborhood commercial supplemental standards.
- 17.20.140 Multifamily housing supplemental standards.

17.20.010 Uses permitted outright.

In an R3 zone, only the following uses, their accessory uses, and uses determined to be similar are permitted outright. Other uses are expressly prohibited.

- A. Multiple-family dwellings (three or more attached units on one lot).
- B. Townhomes (attached single-family housing or row houses on their own lots with three or more units).
- C. Neighborhood commercial uses as defined in JCMC 17.20.130.
- D. Duplex (two-family attached dwelling on one lot), which shall comply with the standards in the R2 zone (Chapter 17.15 JCMC).
- E. Accessory structures.
- F. Residential care homes and residential care facilities (ORS 197.660 through 197.670).

G. Public Schools

GH. Uses similar to those listed above. [Ord. 1116 § 1, 2003; Ord. 950 § 21, 1991.]

17.20.020 Conditional uses permitted.

In an R3 zone, the following uses and their accessory uses are permitted when authorized in accordance with the requirements of Chapter 17.130 JCMC:

- A. Manufactured dwelling park meeting requirements of Chapter 17.100 JCMC. [Ord. 1116 § 1, 2003; Ord. 975 § 2, 1993; Ord. 950 § 22, 1991.]

17.20.030 Development review.

In an R3 zone, development review by the city administrator or designee shall be required to ensure compliance with JCMC 17.20.050 through 17.20.140 regarding R3 standards.

- A. Uses Requiring Development Review. Development review shall be required for the following uses:
 1. Townhomes;

2. Multifamily buildings;
3. Neighborhood commercial buildings;
4. Residential care homes and residential care facilities.

B. Procedure. Development review is a nondiscretionary, administrative review conducted by the city administrator or designee. Development review shall follow JCMC 17.150.070(A)(1), Type I Procedure – Administrative Decision.

C. General Submission Requirements. The applicant shall submit an application on forms provided by the city administrator that shall:

1. Contain all the general information required;
2. Address the criteria in sufficient detail for review and action; and
3. Be filed with the required fee as established by the city council.

D. Development Review Information. An application for development review shall include a proposed site plan on a page size of 11 inches by 17 inches or larger, containing the following information if applicable, and other similar information as deemed necessary by the city administrator or designee:

1. North arrow, scale, names, addresses, and telephone numbers of all persons listed as owners on the most recently recorded deed.
2. Name, address, and phone numbers of project designer, engineer, surveyor, and/or planner, if applicable.
3. The proposed development site, including boundaries, dimensions, and gross area.
4. Features which are proposed to remain on the site.
5. The location and dimensions of all existing and proposed structures, utilities, pavement and other improvements on the site. Setback dimensions for all existing and proposed buildings shall be provided on the site plan, including dimensions necessary to calculate commercial floor area if applicable.
6. Landscape plan if applicable.
7. Location and dimensions of all proposed public and private streets, drives, rights-of-way, and easements.
8. Location and dimensions of entrances and exits to the site for vehicular and pedestrian access, including pedestrian circulation routes and location and dimensions of parking areas if applicable.
9. Location and dimensions of common and private open spaces if applicable.
10. Location and dimensions of trash receptacles if applicable.
11. Detail drawings of site-obscuring fence if applicable.
12. Architectural drawings.
 - a. Building elevations which illustrate building orientation (JCMC 17.20.100) and building form design features (JCMC 17.20.110);
 - b. Building plans which illustrate townhome supplemental standards (JCMC 17.20.120) if applicable;
 - c. The name, address, and phone number of the architect. [Ord. 1116 § 1, 2003; Ord. 950 § 22A, 1991.]

17.20.040 Lot size.

In an R3 zone, the lot size shall be as follows:

- A. For multiple-family dwellings, residential care homes, and residential care facilities the minimum lot area shall be 7,500 square feet. The minimum lot width at the front building line shall be 50 feet, and 35 feet for cul-de-sac lots.
- B. For townhomes (single-family attached or row houses) the minimum lot area shall be 2,500 square feet per unit. The minimum lot width at the front property line shall be 25 feet.
- C. For neighborhood commercial uses, the minimum lot area shall be 5,000 square feet. The minimum lot width at the front property line shall be 60 feet. The minimum lot area for two-family dwellings (duplexes) shall be 5,000 square feet. The minimum lot width at the front property line shall be 50 feet and 35 feet for cul-de-sac streets. [Ord. 1116 § 1, 2003; Ord. 1037 § 1, 1997; Ord. 950 § 23, 1991.]

17.20.050 Setback requirements.

This standard applies to multifamily dwellings, townhomes, neighborhood commercial developments, and residential care homes and residential care facilities. Except as provided in JCMC 17.95.060, in an R3 zone, the yards, measured from the property line to the foundation of the building with a maximum projection of three feet into any setback area as defined in JCMC 17.20.060, shall be as follows:

- A. A minimum front setback of 15 feet is required for multifamily dwellings and townhomes except that a covered (but not enclosed) porch may be within 10 feet of the front line. A minimum front setback of 10 feet is required for a neighborhood commercial building.
- B. Each side yard setback shall be a minimum of six feet, except that on corner lots, the side yard on the street side shall be a minimum of 15 feet measured from the foundation. Townhomes shall have no setback requirement where they share common walls.
- C. The back yard shall be a minimum of 15 feet. An exception shall be permitted where a townhome, garage, or other accessory structure is located adjacent to an alley, in which case the backyard (alley facing) setback shall be a minimum of four feet.
- D. In the case of a duplex residential use on a corner lot where primary vehicular access is provided from two streets, then both yards abutting the street shall be considered the front yard with appropriate front yard setbacks. Setbacks for rear yards are measured separately for each residential dwelling opposite the front yard (see Appendix A, Diagram 2).
- E. All buildings shall be sited to ensure they do not encroach into a public utility easement or the vision clearance areas (JCMC 17.95.090). [Ord. 1116 § 1, 2003; Ord. 1037 § 1, 1997; Ord. 950 § 24, 1991.]

17.20.060 Setback exceptions.

In an R3 zone, the following architectural features are allowed to encroach into the setback yards: eaves, chimneys, bay windows, overhangs and similar architectural features may encroach into setbacks by up

to three feet; provided, that the State Fire Code is met. Walls and fences may be placed on property lines, subject to the standards in JCMC 17.95.020. Walls and fences within front yards shall additionally comply with the vision clearance standards in JCMC 17.95.090. [Ord. 1116 § 1, 2003; Ord. 950 § 24A, 1991.]

17.20.070 Height of buildings.

In an R3 zone, no buildings shall exceed a height of 35 feet. Building height may be restricted to less than the maximum when necessary to comply with the building height transition standard in JCMC 17.20.090.

- A. Applicability. This standard applies to townhomes, multifamily buildings, and neighborhood commercial buildings.
- B. Method of Measurement. The vertical distance of a structure measured from the average elevation of the finished grade within 20 feet of the structure to the highest point of the structure. Not included in the maximum height are: chimneys, bell towers, steeples, roof equipment, flagpoles, and similar features which are not for human occupancy. [Ord. 1116 § 1, 2003; Ord. 950 § 25, 1991.]

17.20.080 Lot coverage.

In an R3 zone, the building(s) shall not occupy more than 60 percent of the lot area. [Ord. 1116 § 1, 2003; Ord. 950 § 26, 1991.]

17.20.090 Building height transition.

In an R3 zone, new buildings, or portions of new buildings exceeding one story in height that abut an existing one-story single-family detached residential or duplex building shall not exceed a building height greater than one foot for each foot of horizontal distance from the property line. [Ord. 1116 § 1, 2003; Ord. 950 § 26A, 1991.]

17.20.100 Building orientation.

In an R3 zone, all buildings that abut private, local, or collector streets shall have their primary entrance(s) oriented to the street. Multifamily and neighborhood commercial building entrances may include entrances to individual units, lobby entrances, or breezeway/courtyard entrances. Alternatively a building may have its entrance oriented to a side yard when a direct pedestrian walkway is provided between the building entrance and the street. This section does not apply to buildings with the sole purpose of housing mechanical equipment.

- A. All buildings that abut private, local, or collector streets shall be set back a maximum of 25 feet from the front lot line.
- B. Off-street parking lots and driveways shall not be placed between buildings and streets. [Ord. 1116 § 1, 2003; Ord. 950 § 26B, 1991.]

17.20.110 Building form.

In an R3 zone, new multifamily dwellings, townhomes, residential care homes and residential care facilities, and neighborhood commercial uses shall comply with the following building form standards (see Appendix A, Diagrams 6 and 7):

- A. Structures shall not have a continuous horizontal distance exceeding 150 feet (measured from end wall to end wall);
- B. Roofs shall have gable, hip, or gambrel forms, minimum pitch four feet in height for every 12 feet in width, with at least a six-inch overhang (eave), or they may be flat with a decorative cornice;
- C. Design Features. All street facing elevations (facades) shall incorporate design features such as offsets, balconies, projections, window reveals, or similar elements to preclude large expanses of uninterrupted building. Along the vertical face of a structure, such features shall occur at a minimum of every 35 feet and on each floor shall contain at least two of the following features:
 - 1. Recess (e.g., deck, patio, courtyard, balcony, garage, entrance, or similar feature) that has a minimum depth of four feet;
 - 2. Extension (e.g., floor area, deck, porch, bay window, patio, entrance, or similar feature) that projects a minimum of two feet and runs horizontally for a minimum length of four feet; and/or
 - 3. Offsets of facade or roof elevation of two feet or greater;
- D. Eyes on the Street. All building elevations shall provide doors, porches, balconies and/or windows. A minimum of 60 percent of the front (i.e., street facing) elevations, and a minimum of 30 percent of side and rear building elevations shall meet this standard. Percent of elevation is measured as the horizontal plane (lineal feet) containing doors, porches, balconies, terraces and/or windows. This standard applies to each full and partial building story; and
- E. Garages and carports attached to living units and accessed from a street (adjacent to the front lot line) shall be recessed behind the front facade of the building or covered front porch by at least two feet. [Ord. 1116 § 1, 2003; Ord. 950 § 26C, 1991.]

17.20.120 Townhome (single-family attached/rowhouses) supplemental standards.

All townhomes shall comply with the following standards (see also Appendix A, Diagram 8):

- A. The maximum number and width of consecutively attached units shall not exceed five or 140 feet (from end wall to end wall), whichever is less.
- B. Townhomes shall receive vehicle access from a rear alley whenever possible. Alley(s) shall be created at the time of subdivision approval. Alleys are not required when existing development patterns make construction of alleys impractical.
- C. Townhomes receiving access directly from a public or private street shall comply with all of the following standards in order to minimize interruption of adjacent sidewalks by driveway entrances and improve appearance of the streets:
 - 1. The maximum allowable driveway width facing the street is 12 feet per dwelling unit.

2. Two adjacent garages shall share one driveway when individual driveways would otherwise be separated by less than 20 feet.
3. The maximum combined garage width per unit is 50 percent of the total unit width. For example, a 26-foot-wide unit may have one 13-foot-wide recessed garage facing the street.

D. Common areas (e.g., landscaping in private tracts, shared driveways, private alleys, lawns, play areas, and similar uses) shall be maintained by a homeowners' association or other legal entity. A homeowners' association may also be responsible for exterior building maintenance and roof replacement. A copy of any applicable covenants, restrictions and conditions shall be recorded and provided to the city prior to building permit approval. [Ord. 1116 § 1, 2003; Ord. 950 § 26D, 1991.]

17.20.130 Neighborhood commercial supplemental standards.

All neighborhood commercial uses shall comply with the following standards:

- A. Permitted Uses. Only the following neighborhood commercial uses are permitted in an R3 zone:
 1. Retail goods and services;
 2. Child care center (care for more than 12 children);
 3. Food services, excluding automobile-oriented uses;
 4. Medical and dental offices, clinics, and laboratories;
 5. Professional and administrative offices;
 6. Repair services, conducted entirely within the building; auto repair and similar services not permitted;
 7. Mixed use building (residential with other permitted use);
 8. Laundromats and dry cleaners;
 9. Art, music, or photography studio;
 10. Personal services (barber shops, salons, similar uses); and
 11. Other similar uses.
- B. Floor Area Standards. The maximum commercial floor area shall not exceed 5,000 square feet total for all uses on one neighborhood commercial site. Floor area is measured by totaling the interior floor area of all building stories, except crawl spaces (i.e., with less than seven and one-half feet of vertical clearance).
- C. Hours of Operation. Neighborhood commercial land uses shall be limited to the following hours of operation: 7:00 a.m. to 10:00 p.m.
- D. Storage. Except for plants and garden supplies overnight outdoor storage is not permitted. Plants and garden storage must comply with the vision clearance standards in JCMC 17.95.090.
- E. Parking. Parking lots shall comply with the following standards:
 1. Parking lots shall be placed to the side or rear of buildings.
 2. Off-street vehicle parking must comply with the landscaping, size, and pedestrian circulation standards specified in Chapter 17.90 JCMC. [Ord. 1116 § 1, 2003; Ord. 950 § 26E, 1991.]

17.20.140 Multifamily housing supplemental standards.

In an R3 zone, these supplemental standards apply to new multifamily housing developments. Multifamily is defined as three or more attached dwellings on an individual lot (e.g., multiplexes, apartments, condominiums, etc.). New multifamily developments shall comply with all of the following standards:

A. Common Open Space.

1. In all developments with more than 20 units, a minimum area of 15 percent of the total site area (inclusive of required setback areas) shall be designated, and permanently reserved, as usable common open space. The site area is defined as the lot or parcel on which the development is planned, after subtracting the required dedication of street right-of-way and other land for public purposes (e.g., public park). Sensitive lands and historic buildings or landmarks open to the public can be counted toward meeting the common open space requirements.
2. The development shall designate, within the common open space, a minimum of 250 square feet of active recreation area (e.g., children's play areas, play fields, swim pool, sports courts, etc.) for every 20 units or increments thereof. For example, a 50-unit development shall provide a minimum of 500 square feet for active recreation. Indoor or covered recreation space may be counted toward this requirement, but should not exceed 30 percent of the required common space area.

B. Private Open Space. Usable private outdoor space such as patios, balconies, porches, roof gardens, or small yards shall be provided in all newly constructed multifamily developments. Private open space shall comply with the following standards:

1. Dwelling units located at or below finished grade, or within five feet of finished grade, shall have a minimum of 96 square feet of private open space, with no dimension less than six feet;
2. All upper floor dwelling units shall have balconies or porches measuring at least 36 square feet with no dimension less than four feet. "Upper-floor dwelling unit" means housing units which are more than five feet above finished grade;
3. All private open space shall have direct access from the dwelling unit by way of a door;
4. Any excess private open space (above what is required) may be counted toward fulfilling the common open space requirement;
5. Building masses and screening such as low hedges, fences, walls, arbors or trellises shall be used to help delineate private outdoor spaces. The screening element must be a minimum of three feet in height.

C. Stairways. Stairways shall be incorporated inside the building where possible to minimize visual impact. External stairways, when necessary, shall be recessed into the building, sided using the same siding materials as the building itself, or otherwise incorporated into the building architecture. Stairways that are simply hung from the building's exterior are not permitted.

D. Vehicular Circulation. Multifamily developments shall provide vehicular circulation in accordance with the following standards (see Appendix A, Diagram 9):

1. To provide for traffic safety and to minimize the impacts on the public circulation system, where possible, driveways or private streets shall connect to local or collector streets rather than directly onto arterial streets.
2. Multifamily developments four acres or larger shall be developed as a series of complete blocks bounded by a connecting network of public streets with sidewalks and street trees to break the development into numerous smaller blocks. The average block size within a multifamily development shall be a maximum of two acres in size. City standards for public local residential streets in regard to pavement width, sidewalks, and street trees shall apply to all internal streets.

E. Parking. Multifamily developments shall provide parking designed in accordance with the following standards (see Appendix A, Diagram 9):

1. Off-street vehicle parking spaces and bicycle parking shall be provided as specified in JCMC 17.90.010. On-street parking along the streets contained within the development can be applied to the off-street parking requirements;
2. Parking lots shall be placed to the side or rear of buildings in accordance with the building orientation standards (JCMC 17.20.100);
3. Parking on the streets contained within the site shall not include head-in or angle parking. Parking shall be accommodated in parking lots or along the internal street system in the form of parallel parking;
4. Parking lot landscaping shall be provided as specified in JCMC 17.90.030; and
5. Parking lots shall be connected to all building entrances by means of internal pedestrian walkways that meet the standards in subsection (H) of this section.

F. Trash Receptacles. Trash receptacles shall be screened on all sides with an evergreen hedge or solid fence or wall of not less than six feet in height. No trash receptacle shall be located in any front yard setback, or within 25 feet of property lines abutting other residential zones.

G. Utilities. All utilities on the development site shall be placed underground. Ground-mounted equipment such as transformers, utility pads, cable television and telephone boxes, cell tower equipment boxes, and similar utility services shall be placed underground whenever practicable. Where undergrounding of ground-mounted equipment is not feasible, equipment shall be screened from view with an evergreen hedge or solid fence or wall a minimum of four feet in height and must be sited to comply with the vision clearance standards in JCMC 17.95.090.

H. Pedestrian Circulation. To ensure safe, direct, and convenient pedestrian circulation, all multifamily developments shall contain a system of pathways designed based on the standards below;

1. The pathway system shall extend throughout the development site, and connect to all future phases of development, adjacent public parks and commercial uses, and the public sidewalk system;
2. Pathways within the development shall provide safe, reasonably direct connections between dwelling units and parking areas, recreational facilities, storage areas, and common areas;

3. Where pathways are parallel and adjacent to a driveway or street (public or private), they shall be raised six inches and curbed or separated from the driveway/street by a minimum five-foot strip with bollards, a landscape berm, or other physical barrier;
4. Pedestrian pathways shall be separated a minimum of six feet from all building facades with residential living areas on the ground floor, except at building entrances;
5. Where pathways cross a parking area, driveway, or street (“crosswalk”), they shall be clearly marked with contrasting paving materials, humps/raised crossings, or painted striping; and
6. Pathway surface shall be concrete, asphalt, brick/masonry pavers, or other durable hard surface, at least five feet wide, and shall conform to federal Americans with Disabilities Act (ADA) requirements.

I. Landscaping. Landscaping shall be installed within the development to provide erosion control, visual interest, buffering, privacy, open space and pathway definition, and shading based on the following standards:

1. A minimum of 15 percent of the site shall be landscaped with a mix of vegetative ground cover, shrubbery, and trees. At the time of planting, trees shall be planted a minimum of two inches (DBH) in caliper and shrubbery a minimum of 24 inches in height. Bark mulch, rocks and similar nonplant material may be used to complement the cover requirement, but shall not be considered a sole substitute for the vegetative ground cover requirement; and
2. The use of native and/or drought-tolerant landscaping is encouraged. All landscaping shall be irrigated with a permanent irrigation system unless a licensed landscape architect submits written verification that the proposed plant materials do not require irrigation. The property owner shall maintain all landscaping. [Ord. 1116 § 1, 2003; Ord. 950 § 26F, 1991.]

**JUNCTION CITY PLANNING COMMISSION
NOTICE OF PUBLIC HEARING AND OPPORTUNITY TO COMMENT**

The Junction City Planning Commission will hold a public hearing on **Wednesday, November 18, 2015 at 6:30 pm, at City Hall, 680 Greenwood Street** to take testimony on the following land use application.

NATURE OF APPLICATION	Text Amendment Section 17.20.010 of the Junction City Municipal Code.
APPLICABLE CRITERIA	Chapter 17.145, Amendments, of the Junction City Municipal Code
APPLICANT	City of Junction City
FILE NUMBER	AMD-15-02
PROPOSAL	Text amendment to 17.20.010. The proposed amendment would allow public schools as an outright permitted use in R3 (Multi-family Residential) zones.
STAFF CONTACT	City Planner Jordan Cogburn, jcplanning@ci.junction-city.or.us or 541.998.2153

This notice is to provide an opportunity to comment and express concerns related to the approval criteria, prior to the Planning Commission's recommendation to City Council for approval or denial of the proposal. Citizens may present testimony for or against by submitting written comments or by giving oral testimony at a public hearing on **Wednesday, November 18, 2015 at 6:30 p.m.**

If you would like your written comments to be included in the staff report, they must be submitted to City Hall **by 5:00 p.m. on Monday, November 9, 2015.** Written comments may be submitted:

- in person at City Hall, 680 Greenwood Street weekdays between 8:00 am and 5:00 pm;
- by mail to City Planner, City of Junction City, PO Box 250, Junction City OR, 97448;
- by fax to (541) 998-3140; or
- by e-mail to jcplanning@ci.junction-city.or.us

The Planning Commission will review the request for compliance with applicable criteria based upon information in the staff report and comments received and make a recommendation to the City Council. Approval of the proposed Zoning Code text amendment must include affirmative findings that are consistent with the Zoning Code.

The staff report will be available for review at City Hall seven (7) days prior to the public hearing. Copies of the applicable municipal code, the staff report, and related documents can be reviewed at City Hall or purchased for the cost of copying. The Junction City Municipal Code is available on the city's website at

www.junctioncityoregon.gov. The public hearing will follow the city's land use hearing rules of procedure.

Failure to raise an issue at this opportunity for comment or hearing, in person or by letter, or failure to provide statements or evidence related to an issue sufficient to afford the decision maker an opportunity to respond to the issue, precludes reliance on that issue in any later appeal of the decision that will be made after consideration of the statements and evidence submitted, including an appeal to the Oregon Land Use Board of Appeals based on that issue. The failure of the applicant to raise constitutional or other issues relating to proposed conditions of approval with sufficient specificity to allow the decision maker to respond to the issue precludes an action for damages in circuit court.

Notice to mortgagee, lienholder, vendor, or seller: the Junction City Development code requires that if you receive this notice, it shall be promptly forwarded to the purchaser.

17.20.010 Uses permitted outright.

In an R3 zone, only the following uses, their accessory uses, and uses determined to be similar are permitted outright. Other uses are expressly prohibited.

- A. Multiple-family dwellings (three or more attached units on one lot).
- B. Townhomes (attached single-family housing or row houses on their own lots with three or more units).
- C. Neighborhood commercial uses as defined in JCMC [17.20.130](#).
- D. Duplex (two-family attached dwelling on one lot), which shall comply with the standards in the R2 zone (Chapter [17.15](#) JCMC).
- E. Accessory structures.
- F. Residential care homes and residential care facilities (ORS [197.660](#) through [197.670](#)).

G. Public Schools

GH. Uses similar to those listed above. [Ord. [1116](#) § 1, 2003; Ord. [950](#) § 21, 1991.]

**PROPOSED FINAL ORDER OF THE PLANNING COMMISSION
AMENDMENTS TO JUNCTION CITY MUNICIPAL CODE
(AMD-15-02)**

1. The Junction City Planning Commission met on November 18, 2015 and recommended the proposed amendments to the City Council for adoption. The amendments include revisions to JCMC Chapter 17.20 in order to add Public Schools as an Outright Permitted Use. The proposed language changes are included in Exhibit A.
2. A public hearing was conducted on November 18, 2015 before the Junction City Planning Commission in accordance with procedures established in JCMC 17.150.070.4.D for proposed amendments to the Junction City development code.
3. JCMC 17.150.070.4.D sets forth procedure and notice requirements for amendments to the zoning ordinance, as follows:

“A minimum of two hearings, one before the planning commission and one before the city council, are required for all Type IV applications, except for withdrawals of property from special districts prior to annexations where only a review by the council is required. Procedures for these hearings are set forth in JCMC [17.150.090](#). Notice of the decision shall be sent to the applicant and any other person who submitted comments on the application during the time allotted for such submissions.”

The Planning Commission held a public hearing on November 18, 2015. A City Council public hearing will be held once the Planning Commission makes a recommendation on the proposed amendments.

5. JCMC 17.150.080.C.2 reads, “If particular properties are to be affected more than, or in a manner significantly different from, other properties of the same general character within the City of Junction City, individual notice shall be prepared and mailed to those affected, including all persons within 300 feet of the affected property.”

Notice of the meeting was published in the Register Guard on November 6, 2015, a minimum of 10 days prior to the hearing.

A record of proposed amendments was made available on the City’s website October 27, 2015, as well as at City Hall.

6. The proposed amendments are in conformance with the Zoning Ordinance and with the Comprehensive Plan. The proposed amendment is in conformance with the Zoning Ordinance and with the Comprehensive Plan. The proposed amendment is consistent with the statewide planning Goals.

1. Goal 1 - Citizen Involvement

OAR 660-015-0000(1) develop a citizen involvement program that insures the opportunity for citizens to be involved in all phases of the planning process.

FINDING: Junction City will follow the prescribed procedures for public hearings before the Planning Commission and City Council as required by Title 17, Zoning of the Junction City Municipal Code.

2. Goal 2 – Land Use Planning

OAR 660-015-0000(2) (PART I – PLANNING): To establish a land use planning process and policy framework as a basis for all decision and actions related to use of land and to assure an adequate factual base for such decisions and actions.

FINDING: The Junction Comprehensive Plan currently serves as the controlling land use document for the City. The proposed amendment adds Public Schools as an Outright Permitted Use in the Low Density Residential Zoning Designation. The Comprehensive Plan policies provide the overarching framework for implementation of the Zoning Code and the process noted above.

SUMMARY AND CONCLUSION

For all the reasons set forth above, the proposed amendments comply with the Junction City Comprehensive Plan and other Junction City Municipal Codes.

DECISION

IT IS HEREBY ORDERED that the Junction City Planning Commission recommends that the City Council approve the proposed amendments to the Junction City Municipal Code, based on the findings stated in this report.

Signature: _____

Jason Thiesfeld, Chairperson
Junction City Planning Commission

Approval Date: _____

JUNCTION CITY PLANNING COMMISSION

AGENDA ITEM SUMMARY



Officer Elections

Meeting Date: December 16, 2015
Department: Planning
www.junctioncityoregon.gov

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

ISSUE STATEMENT

Annual Election of Planning Commission Chairperson and Vice-Chairperson

BACKGROUND

The Planning Commission Officers are the Chairperson and Vice-Chairperson. Elections are held each October. The October 21, 2015 meeting would have been the scheduled date for the election of a Chairperson and Vice-Chairperson for the October 2015 to October 2016 term. Since elections did not take place at the October Planning Commission meeting, officer elections will be held at the December 16, 2015 meeting. Past practice, typically has been for newly elected officers to begin their terms at the next Planning Commission meeting.

Selection of a Chairperson and Vice-Chairperson would be from holders of Planning Commission seats. Currently the Planning Commissioners are Sandi Dunn, Jeff Haag, James Hukill, Stuart Holderby, Jack Sumner, Jason Thiesfeld, and Ken Wells. The Planning Commission By-Laws provide for election of the officers by the Planning Commission members.

COMMITTEE REVIEW AND/OR RECOMMENDATION

Not Applicable

RELATED CITY POLICIES

Article III: Officers

Section 2. The chair and vice chair shall be elected from the voting membership of the commission at its first regular meeting in October of each year. The term of office shall be one year. In case of vacancy of chair or vice chair occurring in any office, the commission may fill the same by an election at its earliest opportunity.

LEGAL REVIEW

Not Applicable

PROCEDURES AND BY-LAWS
OF THE
JUNCTION CITY PLANNING COMMISSION
Adopted by the Planning Commission December 1989
Amended September 21, 1999; October 21, 2009;
October 18, 2011; June17, 2014; January 20, 2015; September 16, 2015

ARTICLE I: ESTABLISHMENT

The Junction City Planning Commission was established in 1939 (Ordinance No. 220 as amended) and is appointed by the Mayor with Council approval in conformance with ORS 227.010 through 227.300, which sets forth the state requirements for establishing city planning commissions.

ARTICLE II: PURPOSE AND OBJECTIVES

- a. To keep current the Junction City Comprehensive Plan, functional plans and refinement plans for the City adopted by the Council as official guides to public and private uses of land.
- b. To prepare city legislation that will implement the purposes of the Junction City Comprehensive Plan.
- c. To keep current zoning, subdivision and sign code ordinances and to make amendments consistent with required findings and the purposes of the Junction City Comprehensive Plan.
- d. To hold hearings pertaining to minor partitions, major partitions, and subdivisions, and to approve or deny them on the basis of their consistency with the provisions set forth in the Junction City Subdivision Ordinance.
- e. To recommend and make suggestions to the council and to all other public authorities concerning laying out, widening, extending and locating of streets and parking areas, sidewalks, bikeways and boulevards, and for relief of traffic congestion, betterment of housing and sanitation conditions and establishment of zones or districts limiting use, height, area and bulk of buildings and structures (ORS 227.090).
- f. To recommend to the council and all other public authorities plans for regulation of the future growth, development, and beautification of the municipality in respect to its public and private buildings and works, streets, parks, grounds and vacant lots, and plans consistent with future growth and development of the city in order to secure to the city and its inhabitants sanitation, proper service of all public utilities and transportation facilities (ORS 227.090).
- g. To study and propose in general such measures as may be advisable for promotion of environmental quality as well as the public interest, health, morals, safety, comfort, convenience, and welfare of the city and of the area of influence (ORS 227.090).

ARTICLE III: OFFICERS

Section 1. The officers of this commission shall consist of a chair and vice chair.

Section 2. The chair and vice chair shall be elected from the voting membership of the commission at its first regular meeting in October of each year. The term of office shall be one year. In case of vacancy of chair or vice chair occurring in any office, the commission may fill the same by an election at its earliest opportunity.

Section 3. It shall be the duty of the chair to preside at all meetings of the commission; to enforce observance of the rules of procedure; to sign necessary Planning Commission correspondence and business; to decide all questions of order; offer for consideration all motions regularly made; apportion duties of the members of the commission; call special meetings; appoint all necessary committees; appoint advisory committees with the consent of the commission; and perform such other duties as the Chair's office may require. The chair shall make no motion or amendment.

Section 4. In the absence of the chair the vice chair shall perform the duties of the chair.

Section 5. In the absence of the chair and the vice chair, the commission shall elect a chair Pro Tem for the particular meeting in question.

Section 6. The commission may employ a Secretary of the Planning Commission. The secretary shall be responsible for keeping the records of the commission, arranging for meetings, preparing agendas, and performing such other services for the commission as are customary in that role.

ARTICLE IV: MEMBERSHIP AND VOTING

Section 1. The planning commission shall consist of the mayor and City building official, both of whom shall serve as ex officio nonvoting members; seven other members who shall be appointed by the mayor with the approval of the council; and two alternate members who shall sit as voting members only when there are absent members at a meeting of the commission. At least three of the seven members appointed by the mayor shall reside inside the city limits; an additional two members may reside anywhere in the urban growth boundary, and the remaining two members may reside anywhere in the area defined by the 97448 zip code. These restrictions apply only to the composition of the regular members of the planning commission; they are not intended to apply to the voting membership in attendance at a given meeting.

Section 2. No more than two members shall be engaged principally in buying, selling, or developing of real estate for a profit as individuals or be members of any partnership, or officers

or employees of any corporation that is engaged principally in buying, selling, or developing real estate for a profit. No more than two members shall be engaged in the same kind of business, trade or profession (ORS 227.030).

Section 3. Members shall be appointed for 4-year terms, renewable upon appointment by the Mayor and with the approval by the council.

Section 4. The Planning Commission shall review applications for membership to the commission and make recommendations concerning the filling of vacancies on the commission to the mayor and city council. Any vacancy shall be filled upon appointment by the Mayor for the unexpired term of the predecessor in office.

Section 5. Each voting member of the commission shall be entitled to vote at all regular and special meeting of the commission, except that a member shall not vote or take part in discussion as a member when there is a conflict of interest; i.e., when the action to be taken can confer a significant economic benefit or impose a significant economic loss on the individual member. For example, a member of the commission shall not participate in any commission proceeding or action in which any of the following has a direct or substantial financial interest: the member or his or her spouse, brother, sister, child, parent, father-in-law, mother-in-law, and business in which he or she is then serving or has served within the previous two years, or any business with which he or she is negotiating for or has an arrangement or understanding concerning prospective partnership or employment. Any actual or potential interest shall be disclosed at each meeting of the commission where the action is being taken (ORS 244.135).

Section 6. If a member wishes to abstain in a situation where there is no direct pecuniary conflict of interest, but where the public might construe that such a conflict exists, or if a member has a conflict deriving from a relationship with the person involved or an extreme bias, the member may request the commission to allow that member to abstain. If the commission says "no," the member must vote. This provision is intended to relate to close relatives and to professional relationships, as well as to friendships.

Section 7. Any time a voting member present at a meeting does not record his vote, it is automatically recorded as a vote with the majority; and abstention must be entered as such in the minutes, with the reason recorded.

Section 8. Commission members shall receive no compensation, but shall be reimbursed for duly authorized expenses.

Section 9. Any member who misses more than three consecutive regular meetings without having been given a leave of absence by the commission shall be notified by registered mail of possible removal from the commission for further consecutive unexcused absences. Upon the fourth consecutive unexcused absence the commission shall recommend the removal of the absent member to the city council. The city council shall appoint another member to complete the unexpired term of any removed member.

Section 10. Alternate members shall sit as voting members only when there are absent members at a meeting of the commission. If members of the commission are late, alternates shall sit as voting members for the duration of the meeting.

ARTICLE V: MEETINGS

Section 1. Regular meetings of the commission shall be held the third Wednesday of each month at 6:30 p.m. in the Council Chambers. Special meetings can be called by the chair or vice chair with 24 hours notice.

Section 2. A majority of the members of the commission, excluding vacant positions, shall constitute a quorum. Except as otherwise provided by law, all actions of the Commission shall require the vote of the majority of those members present not abstaining.

Section 3. An abstention is not considered a position for the purposes of determining a majority vote.

Section 4. If a member of the commission is unable to attend a meeting, said member is expected to notify the chair and/or the secretary to the commission.

Section 5. Commissioners shall prepare for participation at a meeting by fully reviewing the staff report and materials provided by the Director. If a Commissioner is unable to attend a hearing on an application that is continued to another hearing, the Commissioner shall not take part in the continuance hearing unless the Commissioner:

1. Reviews the staff report and materials provided by the Director as well as:
 - a. all materials submitted at the hearing, and
 - b. any additional materials prepared by the planning staff applicable to the application, and
 - c. Listen/view the audio/video recording of the hearing and review the draft minutes of the hearing.
2. Declares on the record at the continuance hearing that they are prepared to participate.

Section 6. All commission members shall be sent advance written notice of regular meetings or special meetings where action is to be taken. Notification for study sessions may be made at regular meetings or by telephone at least 24 hours in advance of the meeting time. The place and/or hour of any meeting may be changed by affirmative vote of the commission, and the hour of meeting may be changed by the chair; if adequate notice can be given to the public and all interested parties (ORS 192.640).

Section 7. Action may be postponed at the first hearing on any land use application where the applicant (or appellant) or a representative is not present. A written explanation for absence, coupled with a request that action not be delayed, may be honored, if the commission has sufficient information to proceed. If the commission agrees to postpone the application to a subsequent hearing date, at the request of the applicant, the applicant may be responsible for additional costs incurred by the city in meeting public notice requirements. It is the duty of the City Recorder, or such other Person designated by the City, to notify applicants at the time of initial application that they may be responsible for these additional costs.

Section 8. All meetings shall adjourn by 9:00 p.m. unless the commission, by majority vote, decides to extend business beyond that or continue the discussion to a later date. No new public hearing agenda item shall be considered for decision after 9:00 p.m.

Section 9. Public hearings shall begin at 6:30 p.m. in their order of public notice.

Section 10. Except as otherwise provided by the chair, Robert's Rules of Order shall apply to the procedures of all commission meetings. However, the commission has an obligation to be as clear and simple in its procedures as possible, and therefore should avoid the finer points of parliamentary rules, which may only obscure the issues.

Section 11. A planning commission member who attends a meeting of the city council as a representative of the commission should follow the following guidelines:

- a. The representative should answer questions about commission actions if these are addressed to him or her by the council.
- b. The representative should state the commission's majority report and should not present his/her own point of view nor that of the minority, unless specifically asked.

Section 12. The planning commission may hold executive sessions subject to the requirements of ORS 192.610 to 192.690.

ARTICLE VI: PUBLIC HEARINGS

Section 1. The commission may retain a hearings officer to prepare staff reports, conduct public hearings and to create findings of fact documents. All staff reports furnished to the commission shall be considered as part of the record at the meeting and incorporated in the minutes thereto as if actually included. All staff reports shall be made available to applicants prior to the public hearing.

Section 2. The secretary to the commission shall tape record all public hearings and meetings and retain these records for a period of time not less than two years from the date of that hearing.

Section 3. In the interest of avoiding the appearance of bias, no individual planning commission member will discuss (ex parte contact) with the applicant for a specific land use, or others interested in the application, any request that is to be heard by the commission and on which he or she will vote, except that answering questions relating to time, place, and commission procedures will not be considered as violations of this rule. Any such ex parte contact shall be divulged on the record, by the affected commission member, at the beginning of the public hearing to which the contact pertains. The commission member shall state the name of the party or parties with which he or she had the contact, explain the nature of the pre-hearing discussion and state whether that contact has caused the commission member to become biased in voting upon the matter. A request for abstention shall be determined by the procedures set out in Section 6 of ARTICLE IV of these bylaws.

Section 4. Any interested parties may appear for themselves or be represented by a person of their choosing. Any persons speaking at a public hearing shall first identify themselves by name and address, and, if appearing in a representative capacity, identify whom they represent.

Section 5. Procedure for all matters considered by the commission shall be as follows:

- a. The chair or hearings officer will present the matter, action and considerations required of the commission by law, and any other information deemed necessary to establish appropriate consideration prior to public discussion or hearing.
- b. The chair or hearings officer shall ask for a declaration of ex parte contacts and potential conflicts of interest. Members who are excused from voting because of an ex parte contact or potential or actual conflict of interest shall remove themselves from the dais and refrain from participating as a member of the commission during the public hearing.
- c. The chair or hearings officer shall provide the audience an opportunity to challenge the jurisdiction of the Planning Commission and/or the impartiality of any commission member.

- d. (Open public hearing, if applicable) The proponents of the matter shall, before the commission, present their case.
- e. Opponents of the matter shall present their case.
- f. Proponents shall then have an opportunity to rebut any new matters presented by the opponents.
- g. Staff members and representatives of other public agencies shall, subject to the public's right of rebuttal, be afforded an opportunity to make presentations, furnish information and comment on implications of suggested actions prior to the close of the hearing.
- h. Planning Commission discussion and action.
- i. Persons with lengthy testimony are encouraged to submit it in advance of the public meeting.
- j. The chair or hearings officer may limit testimony to a specific amount of time in order to hear all persons desiring to testify.
- k. Continuance of applications pursued with due course to a later date should be made when:
 - 1. Further deliberation on the item may be necessary, including the request for new information by the commission, or
 - 2. Newly submitted evidence dictates further technical review and analysis, or
 - 3. Preliminary to commission action, staff preparation and review of findings and conditions are necessary.

l. Relevant pertinent information to a commission member should be introduced through the staff or during the testimony portion of the public hearing. All information thus presented is available for rebuttal.

Section 6. Following the rendering of a decision the chair or hearings officer shall advise interested parties as to their appeal rights under the Junction City Zoning Ordinance (Ordinance No. 950).

Section 7. No quasi-judicial decision of the planning commission shall be final until the adoption of supporting findings of fact.

ARTICLE VII: SPECIAL RECORDS

Section 1. Special Reports: All reports made by the hearings officer, the planning staff, planning commission, committees of the commission, individual staff or commission members, or other interested parties, shall be filed and made available to the public.

Section 2. Policy Statements: All policy statements of the commission shall be recorded and shall be made available to the public.

Section 3. Planning Commission Interpretations: When the Planning Commission is required or requested to make a policy interpretation concerning any ordinance, either text or map, such interpretation shall be reduced to writing and placed in a special file entitled "Ordinance Text and Map Interpretations" and shall be made available to the commission at all meetings and to the public. In the case of map interpretations, the official zoning maps shall be changed to reflect such interpretations.

Section 4. All public documents of the commission shall be located in City Hall and shall be available to the public during normal business hours.

ARTICLE VIII: SUBCOMMITTEES

Section 1. The Chair shall appoint subcommittees as needed.

Section 2. The Chair may appoint a chairperson for each subcommittee or may serve in this capacity.

Section 3. The Chair is an ex officio member of all subcommittees.

ARTICLE IX: ADVISORY COMMITTEES

Advisory committees to the commission may be appointed by the chair with the concurrence of the commission members.

ARTICLE X: AMENDMENT TO BYLAWS

These bylaws may be amended by an affirmative vote of a majority of members present at any regular meeting, providing notice of such amendment is given at a preceding regular meeting.

PLANNING COMMISSION OPTIONS

1. Chairperson Nominations and Election – SUGGESTED MOTION: “I make a motion to nominate Commission _____ as Planning Commission Chairperson.”
2. Vice-Chairperson Nominations and Election – SUGGESTED MOTION: “I make a motion to nominate Commission _____ as Planning Commission Vice-Chairperson.”

ATTACHMENTS

A. Planning Commission By-Laws

FOR MORE INFORMATION

Staff Contact: Jordan Cogburn
Telephone: 541-998-4763
Staff E-Mail: jcplanning@ci.junction-city.or.us

M E M O R A N D U M

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

**Land Use Application and Planning Project Status**

- Staff has received a Right-of-Way Vacation application regarding the Grain Millers Inc. Development for the project site north of Meadowview Road. A Right-of-Way Vacation application for Skinner Lane, a public right-of-way located along the northern boundary of the Grain Millers, Inc. site, is required prior to building permit issuance as required by Public Works Development Review Condition of Approval # 1. The land locked City right-of-way is currently served by two private access points and will require vacation prior to issuance of a Certificate of Occupancy. Staff anticipates the application will go to the Street Committee for review at the standing January Streets Committee meeting.
- The Moody Townhome project is currently under Building Permit review.
- Staff is currently developing a 3D model of potential downtown beautification, economic development, and pedestrian safety strategies in response to the recent sidewalk repair and tree removal along 6th Avenue. Staff will present a brief review of the model and the newly available software tool, and will be looking for input and suggestions from the Commission.

City Council Update

- The Finance and Judiciary Committee have forwarded a draft Ordinance and Resolution regarding Oregon Senate Bill 915 to the Council for review. Staff will bring the draft Ordinance and Resolution to the January 12, 2016 Standing City Council meeting for consideration. Adoption of the Ordinance and Resolution would bring the City's Code into compliance with State Statute and would allow the Building Official to assess civil penalties for Building Code violations. The Senate Bill was adopted in June of 2009, and was made effective January 1, 2010.

Future Action Items

- Nothing at this time.

TSP Update

- TSP revisions are currently underway. Staff will provide updates as they become available.

Planning Commission

- Staff is currently assessing the City's Development Code in response to the Commission's work plan recommendations. A list of discrepancies, deficiencies, and conflicting issues is being gathered in order to address Chapter 17 comprehensively.

Building Activities:

- The building report for November 2015 are included as an attachment to this Report.

2015 Building Permit Activity Report

Monthly Totals Residential Housing												
	January	February	March	April	May	June	July*	August	September	October	November	Total
Submitted Permits	8	3	4	4	1	4	2	2	0	0	0	28
Issued Permits	3	5	3	3	2	4	5	1	2	0	0	28
SFD - Total Sq Ft	5,163	9,855	5,143	5,272	4,056	12,488	53,608	0	4,263	0	0	99,848
SFD-Average Sq Ft	1,721	1,971	1,714	1,757	2,028	3,122	10,722	0	2,132	0	0	3,566
Permit Fees	\$ 4,047	\$15,208	\$11,899	\$8,498	\$6,177	\$ 10,344	\$ 63,940	\$ 3,311	\$ 6,585	\$ -	\$ -	\$ 130,008
SDC Fees	\$ 12,677	\$63,383	\$94,991	\$38,385	\$25,353	\$ 50,707	\$ 408,250	\$ 12,677	\$ 25,353	\$ -	\$ -	\$ 731,775
Zone of Benefit	\$ 6,603	\$26,422	\$6,608	\$19,833	\$13,229	\$ 14,775	\$ 144,973	\$ -	\$ 13,266	\$ -	\$ -	\$ 245,708
Total Valuation	\$ 372,000	\$1,237,000	\$563,000	\$663,000	\$516,000	\$ 769,000	\$ 6,727,000	\$ -	\$ 550,000	\$ -	\$ -	\$ 11,397,000
Monthly Totals Residential Remodel/Addition												
	January	February	March	April	May	June	July	August	September	October	November	Total
Submitted Permits	1	2	3	0	0	0	0	3	11	0	0	20
Issued Permits	2	1	4	0	0	1	1	3	11	0	0	23
Permit Fees	17,200	104	1,206	0	0	118	504	258	1,470	0	0	\$ 20,859
Total Valuation	0	1,400	59,000	0	0	4,000	20,000	0	0	0	0	\$ 84,400
Monthly Totals Commercial /Industrial												
	January	February	March	April	May	June	July	August	September	October	November	Total
Submitted Permits	0	0	0	2	7	2	1	0	1	9	7	29
Issued Permits	6	2	3	5	5	4	3	7	4	9	7	55
Permit Fees	\$3,315	\$606	\$599	\$5,747	\$1,010	\$904	\$875	\$988	\$6,585	\$1,088	\$3,878	\$ 25,594
SDC Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$ -
Zone of Benefit	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$ -
Total Valuation	\$0	\$0	\$0	\$922,000	\$0	\$41,000	\$26,000	\$0	\$717,000	\$1,600	\$130,000	\$ 1,837,600
Monthly Totals Single Permits & ePermits												
	January	February	March	April**	May	June	July	August	September	October	November	Total
Submitted Permits	16	8	12	9	10	21	14	0	13	22	9	134
Issued Permits	16	8	12	9	10	21	14	1	13	22	9	135
Permit Fees	\$1,889	\$833	\$1,812	\$643	\$1,212	\$118	\$1,605	\$118	\$1,597	\$4,239	\$1,088	\$ 15,153
Monthly Totals All Permits												
	January	February	March	April	May	June	July	August	September	October	November	Total
Submitted	25	13	19	15	18	27	17	5	25	31	16	211
Issued	27	16	22	17	17	30	23	12	30	31	16	241
Permit Fees	\$ 26,451	\$ 16,751	\$ 15,516	\$ 14,887	\$ 8,400	\$ 11,484	\$ 66,924	\$ 4,674	\$ 16,235	\$ 5,327	\$ 4,965	\$ 191,614
SDC Fees	\$ 12,677	\$ 63,383	\$ 94,991	\$ 38,385	\$ 25,353	\$ 50,707	\$ 408,250	\$ 12,677	\$ 25,353	\$ -	\$ -	\$ 731,775
Zone of Benefit	\$ 6,603	\$ 26,422	\$ 6,608	\$ 19,833	\$ 13,229	\$ 14,775	\$ 144,973	\$ -	\$ 13,266	\$ -	\$ -	\$ 245,708
Valuation	\$ 372,000	\$ 1,238,400	\$ 622,000	\$ 1,585,000	\$ 516,000	\$ 814,000	\$ 6,773,000	\$ -	\$ 1,267,000	\$ 1,600	\$ 130,000	\$ 13,319,000

2015 Building Permit Activity Report

* Residential Housing for July includes the permits issued for Alona Place