



MEMORANDUM

TO: Planning Commission
FROM: Planning Department
MEETING DATE: June 17, 2014
RE: Planning Activities

Land Use Application and Planning Project Status

- Two applications for Zone Change were submitted recently. They are tentatively scheduled for the July Planning Commission meeting.
- An Annexation, Zone Change & Zoning Code Amendment application is tentatively scheduled to come before the Planning Commission in July.

City Council Update

- Council directed tow (20 work sessions to review annexation.

City Planner Recruitment

- The new .5 FTE Planner, Jordan Cogburn, will begin working for the City of Junction City on Monday, June 23, 2014. Welcome, Jordan.

Future Action Items

- Per Commission direction, the following item was added to the Planning Commission Work Plan: #14-01, Commission review of land use application processing timelines (see attached copy of the Work Plan).

TSP Update

- A draft of the TSP was received by the Council the first week in June.

Commissioner Application Update

- Per Commission direction, the Planning Commission application has been updated to include a question regarding length of residency (see attached Planning Commission application)

Building Activities:

- The building report for May 2014 will be included with the July activity report.

Junction City Planning Commission Application

Formatted: Left: 0.9", Right: 0.9", Top: 0.9", Bottom: 0.9"

Planning Commission Responsibilities: The Planning Commission is charged with Junction City's land use planning process. The Commission reviews and makes decisions on specific land use applications such as subdivisions, conditional use permits, and variances. It also recommends amendments to the Comprehensive Plan and land use ordinances to maintain their effectiveness. (See reverse for more information.)

Time Commitment: Appointments will be for a four-year term, or in the case of a mid-term vacancy, for the remainder of that term. The Planning Commission meets regularly on the third Tuesday of the month at 6:30 p.m. in the Council Chambers. Special meetings are scheduled as needed.

Qualifications: Applications will be considered from people who reside inside the area defined by the 97448 zip code.

Application Procedures: To apply for the Planning Commission, complete the information below and submit to City Hall in Junction City. Questions? Call City Recorder Kitty Vodrup at 541-998-2153 or at kvodrup@ci.junction-city.or.us.

Name: _____

Mailing Address: _____

City, State, Zip: _____

Daytime Phone: _____ Evening Phone: _____

E-mail Address: _____

If your street address is different than your mailing address, please list your street address so we know where you reside.

Street Address: _____

Occupation (current or former if retired): _____

How long have you lived in the 97448 zip code area? _____

Signature

Date

Please attach a separate letter briefly describing your primary interests in being on the Planning Commission and any experience you think would be helpful in this position.

For Office Use Only

Date Received: _____

Appointed: _____

The Junction City Planning Commission was established in 1939 (Junction City Municipal Code Chapter 2.50). Its members are appointed by the Mayor with the approval of the Council upon receiving recommendations from Planning Commission.

Planning Commission ~ 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).

Draft Planning Commission Work Plan

Proj #	Project Name	Description	Gap/Opportunity	Ranking	Suggested Schedule	Status
14-01	Timeline Reviews	Review of timelines associated with land use actions	Planning Commission requested opportunity to review timelines for the various types of land use actions.			
13-01	Sign Regulations	Review and make necessary amendments to the sign regulations contained in JCMC 17.115	At least 1 issue has been discussed for potential amendment relating to the City's provisions for off-premise signs. Community Development Committee has been investigating how to initiate Open Banner sign program similar to those in Corvallis and Springfield. Current sign regulations provide a barrier to implementation and would need to be amended. Additional flexibility on sign regulations has also been discussed.	High (Banner Program)	2014: Review by Planning Commission - Feb-April, then City Council - May or June	
13-02	Comprehensive Plan Map & Zoning Map Inconsistencies	Review and address inconsistencies between land uses and the Comprehensive Plan Land Use Map and/or the Zoning Map	The Customized Periodic Review process and inquiries with the City identified areas of inconsistency between the current use and/or the Plan Designation or Zoning including:	High (Property Owner requests) otherwise low-medium	2014: May - September for Planning Commission Review	
13-02A			<u>1701 Juniper</u> - Current use as a mini storage facility is inconsistent with both the Plan Designation and Zoning (property owner request)	High	(see 13-02)	Research to PC 12-17-13
13-02B			<u>West 17th Avenue</u> - Single family homes are non-conforming uses as the properties are designated High Density Residential (HDR) on the Plan Designation Map and R4 (multi-structural residential) on the Zoning Map	(see 1302)	(see 1302)	
13-02C			<u>East 10th Place</u> (Scandinavian Estates) - Single Family stick-built and manufactured homes are non-conforming uses as the properties are designated HDR and zoned R4	(see 13-02)	(see 13-02)	
13-02D			<u>Raintree Meadows Park</u> (Lots 92 & 93) - the Plan Designation is residential development. Property is City owned and developed as a public park	(see 1302)	(see 1302)	

Draft Planning Commission Work Plan

Proj #	Project Name	Description	Gap/Opportunity	Ranking	Suggested Schedule	Status
13-02E			Juniper Street, 3rd to 15th - Plan Designation and Zoning are Commercial/Residential. Existing Single Family Homes are non-conforming uses	(see 13-02)	(see 13-02)	
13-03	Comprehensive Plan - Update to the Public Facilities Plan	Update the City's Public Facilities Planning to be consistent with planned growth and the new Urban Growth Boundary (UGB)	Following acknowledgement of the Customized Periodic Review revisions, the City will need to revise its facility plans to be consistent with the new planned growth and UGB addressing requirements of Statewide Planning Goal 11.	High	Junction City: Nov 2013 to Jan 2014 (Lane Co. adoption required)	
13-04	Comp Plan update to the Transportation System Plan (TSP)	Update the City's TSP to be consistent with planned growth and new UGB	The City has begun the process to update its TSP to be consistent with the new UGB addressing requirements of Planning Goal 12.	High	Junction City: 11-2013 to 1-2014 (Lane Co. adoption required)	
13-05	Quasi-Judicial Land Use Applications	Review land use applications	As needed, when application are submitted	High	As needed	
13-06	M1 (Light Industrial) Zoning District Amendments	Revisions to allow small-scale retail uses in the M1	These revisions were being evaluated in the fall 2011 before the Planning Commission focused on the Customized Periodic Review	Medium	Not Scheduled at this time	
13-07	Planning Commission By-Laws Amendments	Review and make necessary amendments to the Planning Commission By-Laws	Review and make changes as needed	Medium	May 202014	In Process
13-08	Administrative Amendments	Modify Administrative provisions in JCMC 17.150 & 16.05 (subdivisions) to address changes in State Administrative Rules & provide clearer distinction between legislative & quasi-judicial review processes	there are a number of potentially outdated sections in the Zoning Code and Subdivision regulations that Staff recommends be reviewed and updated, if found necessary, including:	Low	Not Scheduled at this time	

Draft Planning Commission Work Plan

Proj #	Project Name	Description	Gap/Opportunity	Ranking	Suggested Schedule	Status
13-08A			The appeals section of the Subdivision Ordinance (ORD 809)	Low	Not Scheduled at this time	
13-08B			Updating notice requirements (such as the shortened 35 day period now applicable to Dept. of Land Conservation and Development (DLCD) notices and notices under Measure 56)	Low	Not Scheduled at this time	
13-08C			Revising the public hearing procedures in JCMC 17.150.090 to clarify the difference between legislative and quasi-judicial hearing processes	Low	Not Scheduled at this time	
13-08D			Addressing whether the City would prefer to allow joint hearings of the Planning Commission and City Council	Low	Not Scheduled at this time	
13-09	Commercial Land Use Revisions	Provide greater flexibility in allowed uses	The land use listings in the commercial zoning districts are very detailed and may overlook new types of land uses. Some jurisdictions have revised their land use listings to provide greater flexibility by allowing general <i>types</i> of similar land uses.	Low	Not Scheduled at this time	
13-10	Property Line Adjustments and Replats	Develop new regulations governing property line adjustments and replats	Junction City Ordinances do not address lot line adjustments or replats. These two (2) types of land use actions are reviewed under the provisions contained in Oregon Revised Statute (ORS) 92.180-92.192	Low	Not Scheduled at this time	
13-011	Floodplain Development	Modify the provisions contained in JCMC 17.80	Modify the provisions contained in JCMC 17.80 to include address changes recommended by FEMA for such ordinances (the State recently issued a new Floodplain model ordinance)	Low	Not Scheduled at this time	