



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

Date: Wednesday, July 19, 2017
Time: **6:30 – 9:00 p.m.**
Location: Council Chambers, 680 Greenwood Street
Contact: Jordan Cogburn, 541-998-2153

A G E N D A

1. Open Meeting and Pledge of Allegiance
2. Review Agenda
3. Public Comment (for items not already on the agenda)
4. Approval of Minutes
 - June 21, 2017
5. Discussion Items
 - a) Chair Thiesfeld Resignation
 - b) Officer Elections and Vacant Positions
 - c) Staff Requested October Meeting Date Change
6. Planning Activity Report
7. Planning Commission Agenda Forecaster
8. Commissioner Comments
9. Adjournment

*Next Standing August 16, 2017 – Check with City for changes
Location is wheelchair accessible (WCA)*

THIS MEETING WILL BE RECORDED

I. PUBLIC HEARING PROCESS

Public Hearings will be conducted as follows:

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

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

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

Helpful Tips When Speaking Before the Planning Commission

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

Please speak clearly keep in mind the meetings are recorded.

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

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

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

The Junction City Planning Commission met on Wednesday, June 21, 2017 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), James Hukill, Ken Wells, Jack Sumner, Jeff Haag, and Sandra Dunn; Planning Commission Alternates Patricia Phelan, and Alicia Beymer; City Planner, Jordan Cogburn; and Planning Secretary, Tere Andrews.

Absent: Planning Commissioner, Stuart Holderby

1. Open Meeting and Review Agenda

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

2. Changes to the Agenda

None.

3. Public Comment (for items not already on the agenda)

None

4. Approval of Minutes

- May 17, 2017

Motion: Commissioner Hukill made a motion to approve the May 21, 2017 minutes as submitted. Commissioner Phelan seconded the motion.

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

5. Szerlip Minor Partition Preliminary Plan Review (MP-17-03)

Planner Cogburn stated the preliminary partition application was on an existing, platted lot with dual frontage on E 2nd, and E 1st Avenues in Junction City. The partition would divide the parcel into three lots. Existing public utilities (i.e. fire hydrants, water, sewer, storm sewer) were available within an adjacent public right-of-way.

A partition and property line adjustment were completed (PLA-16-01) and approved, on a parcel bordering the subject site, that resulted in the present configuration of the subject site.

Chair Thiesfeld asked if there were questions from the Commission.

There were none.

Planner Cogburn explained there was one condition that any easements be recorded on the plat.

There was no further discussion.

Motion: Commissioner Hukill made a motion to approve with conditions, as stated in the final order, the Preliminary Partition for Tax Lot 12200 of Assessor's Map 15-04-32-

43, Szerlip Minor Partition, and File #MP-17-03. Commissioner Haag seconded the motion.

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

6. Public Hearing: Celtic Homes Conditional Use Permit, File # CUP-17-01

Chair Thiesfeld opened the public hearing for the conditional use permit application from Celtic Homes, File # CUP-17-01 and asked if any Commissioner had a bias, ex parte contact or conflict of interest to declare.

There were no biases, ex parte contacts, or conflicts of interest declared.

Staff Report

Planner Cogburn reviewed the staff report. There was a previous conditional use permit approved for the adjacent properties for 8 townhome units in 2004.

Planner Cogburn handed out an updated staff report. The applicant submitted a site plan after the Planning Commission packets had been delivered. All of the taxlots met the townhome lot size requirements as well as all yard setbacks. The ‘eyes on the street’ requirements were exceeded at 68 percent. The requirement was 30 percent.

Testimony

Proponents

None

Opponents

None

Neutral Parties

None

Commissioner Sumner asked if curbs and gutters would be required.

Planner Cogburn noted curbs and gutters would be required along W 6th Avenue to the property line and along Pine Court.

Chair Thiesfeld Closed the public hearing.

Motion: Commissioner Hukill made a motion to approval the proposed Conditional Use Permit File# CUP-17-01 to allow for the use of an 8-unit Townhome Development in the Duplex Residential Zoning District based on the findings presented in the Final Order. Commissioner Dunn seconded the motion.

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

7. Planning Activity Report

The Commission reviewed the monthly activity report.

It was anticipated the new Planning Office would be ready mid-July.

A minor variance was approved for a small sunroom addition at the former Viking Inn.

The Council voted to initiate a vacation of the alley behind City Hall at their June 13, 2017 meeting.

An additional item of note was that a friendly appeal was received from the applicant for The Reserve at Junction City Phase 2 subdivision. The appeal was focused on conditions from Lane County Transportation in regard to road improvements. An appeal through Junction City was the mechanism to appeal those conditions.

Commissioner Hukill asked about the condition for a park in The Reserve.

Planner Cogburn replied in order to proceed with plans for park space, staff needed to hear from the State in regard to which portions of that area were designed Cultural Resources. Staff had not received that information as yet.

8. Commission Agenda Forecaster

The Commission reviewed the agenda forecaster.

9. Commissioner Comments

Commissioner Sumner asked about the partition on Chick Lane. He asked if access would be from the south.

Planner Cogburn responded currently there were three lots along West 6th Avenue. The application received was a proposed partition of the interior lot. As proposed it would be divided into three lots. The two rear lots would be serviced by a panhandle. The panhandle could also serve any future development of the existing parcel to the west which was also owned by the applicant. City services were on Chick Lane.

11. Adjournment

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

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

The meeting adjourned at 7:11 p.m.

The next regularly scheduled Planning Commission meeting would be Wednesday July 19, 2017 at 6:30 p.m.

Respectfully Submitted,

Tere Andrews, Planning Secretary

Jason Thiesfeld, Planning Commission Chair/

DRAFT

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



Land Use Application and Planning Project Status

- Current Planning related projects include:
 - The Planning and Building office relocation project is nearly complete. Staff anticipates the beginning of the relocation efforts early next week.
 - A Property Line Adjustment Application has been submitted for the Dickerhoof Y-Property Development. The proposed adjustment will bring the northern property line of the smaller parcel at the southern end of the proposed development to the northernmost boundary of the approved Development Review project boundary. Staff anticipates a decision on the proposal early next week.
 - An additional Property Line Adjustment has been received for 146 Sumac Ct. The existing lot layout has proven incompatible with Public Works Design Standards in regard to approach and driveway requirements. The proposed adjustment will provide the necessary width for driveway and apron construction and will likely facilitate completion of the current Single Family Home development.

City Council Update

- A City Council Public Hearing will be held on July 25 at 6:30pm to hear testimony and reach a decision on the petition to vacate the alley to the east of City Hall, from the terminus at 7th Ave to the midblock all just south of the neighboring structure to the Police Department. The request for vacation was submitted by the Police Chief based on expansion plans and officer safety assumptions.
- The Council will also hear first reviews of the submitted City Councilor Applications regarding the three vacant seats. The seats are to be filled by a majority of the Council vote.
- The Mayor has reconvened the Revolving Loan Fund (RLF) Committee to work through Council related concerns regarding the RLF program. The Mayor hopes to refine and streamline the process through RLF Committee input, as well as creating standards for the Micro-Loan and Facade Loan programs.

Future Action Items

- MP-17-02 - Paddock Preliminary Minor Partition Review.

Planning Commission

- Nothing at this time.

Building Activities:

- Permit valuation totals (Structural, Mechanical, Plumbing, Electric, Signs, and Surcharge, minus plan check values): \$26,519.45
- SDCs: \$0.00
- Number of submitted permits: 30 (17 Residential, 13 Commercial)
- Number of issued permits: 28 (16 Residential, 12 Commercial)



PLANNING COMMISSION

AGENDA FORECASTER

TABLE OF CONTENTS

Contents

Current Business Items _____	1
Pending Business Items _____	3
Future Business Items _____	4
2017 Planning Commission Meeting Calendar _____	5

CURRENT BUSINESS ITEMS

Current Business Items

Item Discussion Item a) Chair Thiesfeld Resignation

Requested By Staff

Staff Contact Planner Cogburn

Date Last at Commission N/A

Item Description

The Planning Commission Chair has submitted a notification for resignation.

Current Status/Update

This is a new discussion item.

Item Discussion Item b) Officer Elections and Vacant Positions

Requested By Staff

Staff Contact Planner Cogburn

Date Last at Commission N/A

Item Description

Staff requests the Commission consider upcoming elections in response to the Chair resignation and potential loss of additional Commission members due to Council vacancies.

Current Status/Update

This is a new request.

CURRENT BUSINESS ITEMS

<u>Item</u>	Discussion Item b) Staff Requested October Meeting Date Change
<u>Requested By</u>	Staff
<u>Staff Contact</u>	Planner Cogburn
<u>Date Last at Commission</u>	N/A

Item Description

Staff requests the Commission consider a date change for the October standing meeting date as a result of a conflict.

Current Status/Update

This is a new request.

PENDING BUSINESS ITEMS

Pending Business Items

Item

Nothing at this time

FUTURE BUSINESS ITEMS

Future Business Items

Item MP-17-02 Paddock Minor Partition Review

Requested By Planning Commission

Item Description

Review of a 3-parcel Minor Partition application.

Item Zoning Inconsistencies - Chapel Creek (West 17th)

Requested By Planning Commission

Item Description

Review of the High Density zoning designation at the Chapel Creek Subdivision.

Item Enterprise Zone Boundary Expansion

Requested By Planning Commission

Item Description

Review and propose expansion of the Junction City Enterprise Zone.

2017

Calendar Key

- Packets Available Date
- Regular Meeting Date
- Holiday Observed

January

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11

February

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	1	2	3	4
5	6	7	8	9	10	11

March

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

April

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

June

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1
2	3	4	5	6	7	8

July

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

August

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

September

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
1	2	3	4	5	6	7

October

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11

November

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9

December

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6