

The Junction City Planning Commission met in regular session on Wednesday, September 16, 2020 at 6:30 p.m. in the Council Chambers at City Hall, 680 Greenwood Street, Junction City Oregon and remotely via internet and phone.

Present were: Planning Commissioners, Jeff Haag (Vice-Chair), James Hukill, Ken Wells, Brian Wells, Jim Creech, Beverly Ficek, and Cindy Montgomery; and Planning Technician/Secretary, Tere Andrews

Absent: None

1. OPEN MEETING AND REVIEW AGENDA

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

2. CHANGES TO THE AGENDA

Technician Andrews stated the Planning Commission training had been cancelled and would be rescheduled to once arrangements had been made for a video presentation. Attorney Connelly was present and was available to answer Commissioner questions.

Additionally, the following agenda items were postponed to the October 21, 2020 Planning Commission meeting:

- Preliminary Subdivision and Final PUD for Rolling Meadows (SUB-20-26/PUD20-27)
- Minor Partition 755 W 3rd Avenue (MP-20-11)

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

None.

4. APPROVAL OF MINUTES – JULY 15, 2020

Motion: Commissioner Hukill made a motion to approve the July 15, 2020 Planning Commission minutes as written. Commissioner Creech seconded the motion.

Vote: Passed by a vote of 7:0:0. Vice Chair Haag, Commissioners, K Wells, B Wells, Creech, Montgomery, Sumner and, Hukill voted in favor.

5. PLANNING COMMISSIONER TRAINING

Vice Chair Haag asked if there were questions for Attorney Connelly about the training, Planning Municipal Code or State law, or Commission procedures.

Attorney Connelly added the goal of her attendance was to hit any hot spots or concerns before a full training could be organized.

There were none.

6. DISCUSSION: CODE AMENDMENT MOBILE FOOD UNITS (AMD-20-19)

Vice Chair Haag opened the discussion on mobile food units, file # AMD-20-19.

Planning Technician Andrews explained, before the Commission was a request for discussion about mobile food units code language, or more commonly called food carts or food trucks.

At the August 11, 2020 City Council meeting, the Council initiated a Code text amendment that would permit mobile food units within commercial zones in the city limits. Currently food carts were loosely regulated under Temporary Use Permits. An example of that was the Beer Station at 495 Holly Street.

Discussion about mobile food units was originally brought up at a City Council in 2015. Council forwarded the topic to Committee for further review and discussion. The information was presented to the Community Development Committee with additional discussions.

Council comments at the August 11, 2020 meeting centered around health and safety, and balancing potential competition from mobile food units and existing restaurants. With these comments in mind, staff prepared sample code for Planning Commission review and feedback. The starting point for the sample code came from the City of Corvallis mobile food unit code. Staff was requesting Planning Commission review and feedback on the provided sample code.

The Planning Commission discussion included the following points:

- Did the sample code miss limit mobile food units, by only permitting in Commercial zones (i.e. concessions at sporting or school events)
- Would a less extensive “Special Event” permit be appropriate for concessions at a larger event
- under the definition for “Clearances” raise the minimum vertical clearance to eight feet
- User-Friendly process
- Permits renewed annually on date of issuance
- Currently a Special Event Permit was issued by the City Council to an event organizer such as Function4Junction or the Scandinavian Festival the vendors were managed by event organizer
- Section 2, Definition #5 extend the maximum mobile food unit length to 20-feet

- Potential for accountability seemed stronger if the permit was issued to the property owner rather than the mobile food unit owner with the mobile food unit owner as tenant of the property owner
- Separate concessions related to a special/sporting event from longer-term mobile food unit venues
- Strike sample code related to mobile food units located on City property, or rights-of-way. Vendors that are part of a larger Special Event would be handled under that organizer's permit.
- There is an existing off-street parking exemption area: 3rd to 10th Avenues and Front to the Juniper alley.
- Off-street parking would be required outside the exemption area.
- Very little off-street parking was available downtown thus limiting the potential downtown locations for mobile food units.
- City-issued trash receptacles would be subject to Public Works Design Standards for screening. Individual trash cans near mobile food units, for customer use, required to be emptied into city-issued trash receptacles at the end of each business day.
- A two-foot setback from the public right-of-way to the Service window was sufficient.
- Customer/Employee restrooms to be provided on-site whether that permanent or portable. Off-site restrooms considered on a case-by-case basis.
- Process to amend an existing permit (i.e. add/subtract the number or placement of mobile food units). Review/decision with no additional fee.
- Strike language that regulates business hours.
- Violation notifications – 10-day period to correct violation(s)
- Violations and penalties directed to property owner as permit-holder
- New code applied to existing Beer Station when existing temporary use permit expired
- Public Hearing Notices for Code Amendment (one at Planning Commission and one at City Council) would be mailed to affected property owners including the owner of the Beer Station

7. COMMISSIONER COMMENTS

None.

8. AGENDA FORECASTER

The Planning Commission reviewed the agenda forecaster. (Attorney Connelly left the meeting).

9. ADJOURNMENT

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

Vote: Passed by a vote of 7:0:0. Vice Chair Haag, Commissioners, K Wells, B Wells, Creech, Sumner, Montgomery, and Hukill voted in favor.

The meeting adjourned at 7:51 p.m.

The next Standing Planning Commission meeting was Wednesday October 21, 2020 at 7:30 p.m.

Respectfully Submitted,

Tere Andrews, Planning Commission Secretary

Jeff Haag, Planning Commission Vice-Chair