

The Junction City Planning Commission met on Wednesday, October 16, 2019 at 6:30 p.m. in the Council Chambers at City Hall, 680 Greenwood Street, Junction City Oregon.

Present were: Planning Commissioners, Alicia Beymer (Chair), James Hukill, Beverly Ficek, and Jeff Haag (Vice-Chair); Planning Alternate, Jack Sumner; Planning Secretary, Tere Andrews.

Absent: Planning Commissioners Ken Wells, and Shaylor Scalf

1. OPEN MEETING AND REVIEW AGENDA

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

2. CHANGES TO THE AGENDA

The Planning Commission Training was moved to Agenda Item 5.

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

None.

4. APPROVAL OF MINUTES

- July 17, 2019

Motion: Commissioner Hukill made a motion to approve the July 17, 2019, minutes as written. Commissioner Ficek seconded the motion.

Vote: Passed by a vote of 5:0:0. Chair Beymer, Commissioners, Hukill, Ficek, Haag, and Sumner voted in favor.

5. PLANNING COMMISSION TRAINING

City Attorney, Carrie Connelly presented a training for the Planning Commission which covered State regulations and Planning Goals; local regulations and; Land Use Procedures.

- ◆ Oregon Department of State Lands (DSL) set Planning policy through the nineteen Statewide Planning Goals.
- ◆ Oregon Department of Land Conservation and Development (DLCD) administered processes of the Statewide Planning Goals.
- ◆ Land Use Board of Appeals (LUBA) heard appeals from the local level.
- ◆ Junction City Comprehensive Plan (Comp Plan) set goals and policies for City growth for a 20-year horizon.
 - Updated as needed
 - Updates based on population forecast.

- ◆ Junction City Municipal Code, Titles 16 (Subdivisions), and 17 (Development) set procedures for the City’s Comprehensive Plan.

Land Use Decisions were supported by Findings of Fact. Findings of Fact were based on the Municipal Code and information contained in the applicant’s submittal package.

There were three types of land use decisions:

Administrative/ Staff level – fact-based – met Code or not (no public hearing)

Quasi-Judicial - Required at least one public hearing (Planning Commission)

Court proceeding: Impartial, Fair; Only information on record considered

<u>Bias</u>	<u>Ex-parte Contacts</u>	<u>Conflicts of Interest</u>
<p>must be declared</p> <ul style="list-style-type: none"> ●Rehabilitate – declare bias and ability to render unbiased decision ●Unable to render unbiased decision (or evidence of bias presented) must disclose & leave meeting 	<p>(Newspaper, site visits, etc.)</p> <ul style="list-style-type: none"> ●Ex-parte contacts exists AFTER application submitted ●Can be submitted in writing (i.e. clip newspaper article & submit during meeting) <p>No conflicts of interest</p>	<ul style="list-style-type: none"> ●Decision result in monetary or other types of gain or loss for Commissioner or family member. ●Family member had broad application ●Person Liability ● Declare and leave the meeting
<p><i>When in doubt, shout it out</i></p> <p><i>If public hearing was continued: Commissioners must disclose new contacts</i></p> <p><i>Staff are not considered ex-parte contacts</i></p> <p><i>If a public hearing record was kept open the above applies</i></p> <p><i>If a public hearing records was re-opened, the above applies</i></p>		

Legislative Required two public hearings (Planning Commission/City Council).
Decisions affect segments of city (i.e. an amendment to the development code)

Order of Public Hearings

Open public hearing

Staff report

Testimony: Proponents; Neutral Parties; Opponents; Rebuttal

Close Testimony

Close Record (Record left open = continued public hearing)

Close Public Hearing

Deliberations (take place AFTER record & Public Hearing closed)

Note: New evidence cannot be offered during deliberation

Decision

Appeals

Administrative/Staff Decision – appealed to Planning Commission

Planning Commission Decision – appealed to City Council

City Council Decision – appealed to LUBA

6. EXTENSION REQUEST FOR TEMPORARY USE PERMIT FILE #TUP-18-01

Motion: Commissioner Haag made a motion to approve the Beer Station extension request for Temporary Use Permit, File # TMP-18-01 with a new expiration date of November 21, 2029. Commission Hukill seconded the motion.

Vote: Passed by a vote of 5:0:0. Chair Beymer, Commissioners, Hukill, Ficek, Haag, and Sumner voted in favor.

7. OFFICER ELECTIONS

There were currently two vacancies; one regular seat on the Commission and one Alternate. The vacancies came about with the resignations of Planning Commissioner Patricia Phelan, and Commission Alternate, Jeff Kister. The vacancies were advertised per Resolution 1013 with a deadline for first review of November 4, 2019. Any applications received would be reviewed at the November 20, 2019 meeting.

MOTION: Commissioner Haag made a motion to table Officer Elections until the November 20, 2019 Planning Commission meeting. Commissioner Ficek seconded the motion.

Vote: Passed by a vote of 5:0:0. Chair Beymer, Commissioners, Hukill, Ficek, Haag, and Sumner voted

8. PLANNING ACTIVITY REPORT

The Commission reviewed the Planning Activity Report.

9. COMMISSION AGENDA FORECASTER

The Commission reviewed the agenda forecaster.

10. COMMISSIONER COMMENTS

Commissioner Ficek requested a paper copy of the Comprehensive Plan.

11. ADJOURNMENT

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

Vote: Passed by a vote of 5:0:0. Chair Beymer, Commissioners, Hukill, Ficek, Haag, and Sumner voted in favor.

The meeting adjourned at 8:22 p.m.

The next Standing Planning Commission meeting was Wednesday November 20, 2019 at 6:30 p.m.

Respectfully Submitted,

Tere Andrews, Planning Commission Secretary

Alicia Beymer, Planning Commission Chair