

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

Date: Wednesday, November 15, 2017
Time: **6:30 – 9:00 p.m.**
Location: Council Chambers, 680 Greenwood Street
Contact: Jordan Cogburn, 541-998-4763

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
 - October 25, 2017
5. Action Items (Request action by Planning Commission)
 - a) Public Hearing: AMD-17-01 – JCMC 17.90 Off-Street Parking and Loading
6. Planning Activity Report
7. Planning Commission Agenda Forecaster
8. Commissioner Comments
9. Adjournment

*Next Standing December 20, 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, October 25, 2017 at 6:30 p.m. in the Council Chambers at City Hall, 680 Greenwood Street, Junction City Oregon.

Present were: Planning Commissioners, Stuart Holderby (Vice-Chair), James Hukill, Ken Wells, Jeff Haag, and Sandra Dunn; Planning Commission Alternates Patricia Phelan, and Alicia Beymer; and City Planner, Jordan Cogburn.

Absent: None

1. OPEN MEETING AND REVIEW AGENDA

Vice-Chair Holderby 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

- September 20, 2017

Motion: Commissioner Hukill made a motion to approve the September 20, 2017 minutes as submitted. Commissioner Beymer seconded the motion.

Vote: Passed by a vote of 7:0:0. Vice-Chair Holderby, Commissioners, Hukill, Dunn, Haag, Wells, Beyer, and Phelan voted in favor.

5. MP-17-04, PADDOCK MINOR PARTITION PRELIMINARY REVIEW

Planner Cogburn explained the application was for a preliminary partition on an existing lot with frontage on West 6th Avenue and Oaklea Drive. This partition divided an existing lot into three legal parcels. There were existing public utilities (i.e. fire hydrants, water, sewer, storm sewer) available near the subject property or within the public right-of-way.

Planner Cogburn reviewed the proposed conditions of approval.

The lot sizes were well over the required minimum of 6,000 square feet in the R1 (low density residential) zone.

Commissioner Hukill asked about sidewalk and curb on 6th Avenue.

Planner Cogburn explained that would be addressed during the building permit process. He added that sidewalks and curbs were part of The Public Works Design Standards.

Commissioner Phelan asked for clarification on the pond water level.

Planner Cogburn explained the requirement was that the applicant had to design a pond that would handle stormwater events.

Motion: Commissioner Haag a motion to approve with conditions as stated in the final order for the preliminary partition of tax lot 3301 of Lane County Assessor's Map 15-04-31-00, City File # MP-17-04. Commissioner Hukill seconded the motion.

Vote: Passed by a vote of 7:0:0. Vice-Chair Holderby, Commissioners Hukill, Dunn, Haag, Wells, Phelan, and Beymer voted in favor.

6. PLANNING COMMISSION VACANCIES AND TERM EXPIRATION

Planner Cogburn explained there were three current vacancies, two through resignations and a third was Commissioner Haag's term expiration.

Motion: Commissioner Hukill made a motion to recommend, to the Mayor and City Council, Jeff Haag be appointed to fill one of the regular seat vacancies. Commission Beymer seconded the motion.

Vote: Passed by a vote of 6:0:0. Vice-Chair Holderby, Commissioners Hukill, Dunn, Wells, Phelan, and Beymer voted in favor.

Motion: Commissioner Hukill made a motion to recommend, to the Mayor and City Council, Patricia Phelan be appointed to fill one of the regular seat vacancies. Commission Dunn seconded the motion.

Vote: Passed by a vote of 6:0:0. Vice-Chair Holderby, Commissioners Hukill, Dunn, Haag, Wells, and Beymer voted in favor.

Motion: Commissioner Phelan made a motion to recommend, to the Mayor and City Council, Austin Lee be appointed to fill one of the regular seat vacancies. Commission Dunn seconded the motion.

Commissioner Phelan asked if the other applicant was present.

Planner Cogburn responded there were two other applicants, Shaylor Scalf, a retired Public Works Director; and Mr. Scott Cross, whose application was

submitted on Monday, October 23, 2017.

Commissioner Hukill asked if there were any other applicants, in the audience, aside from Mr. Cross. There was not. He then asked Mr. Cross if he could tell the Commission a little about himself.

Planner Cogburn offered a point of clarity, that the vacancy notice, (copy included in Planning Commission packets) stated the deadline for the first submission was September 26, 2017, however, position was open until filled.

Mr. Cross stated he was a retired teacher; he moved back to the area two years ago and was interested in being involved in the community.

Vote: Passed by a vote of 2:6:0. Commissioners Dunn, and Phelan, voted in favor. Vice-Chair Holderby, and Commissioners Hukill, Haag, Wells, and Beymer voted against.

Motion: Commissioner Hukill made a motion to recommend, to the Mayor and City Council, Scott Cross be appointed to fill one of the regular seat vacancies. Commissioner Phelan seconded the motion.

Vote: Passed by a vote of 7:0:0. Vice-Chair Holderby, Commissioners Hukill, Dunn, Haag, Wells, Phelan, and Beymer voted in favor.

7. PLANNING COMMISSION OFFICER ELECTIONS

Planner Cogburn explained that officer elections were held each October.

Motion: Commissioner Haag nominated Commissioner Holderby for Chair. Commissioner Wells seconded the motion.

Vote: Passed by a vote of 6:0:0. Commissioners Hukill, Dunn, Haag, Wells, Phelan, and Beymer voted in favor.

Motion: Commissioner Beymer nominated Commissioner Hukill for Vice-Chair. Commissioner Haag seconded the motion.

Vote: Passed by a vote of 6:0:0. Vice-Chair Holderby, Commissioners Dunn, Haag, Wells, Phelan, and Beymer voted in favor.

8. DISCUSSION: BOARDING, LODGING, ROOMING HOUSE USE IN CENTRAL COMMERCIAL ZONE

Planner Cogburn explained the item was in regard to a request made by Mr. Corey Walker for a City initiated Code Text Amendment to allow a Boarding, Lodging, or Rooming House use in the Central Commercial Zoning District (C2). The City

Council requested the Planning Commission review the request.

Currently, the use was not listed as a Permitted Use, or a Conditional Use, under Junction City Municipal Code (JCMC) 17.30, but was clearly defined under JCMC 17.05 as Boarding, lodging or rooming houses where lodging with or without meals was provided for compensation for five to 10 guests.

The Code provided a mechanism for amendment of the use types for any zoning district subject to the requirements at JCMC 17.145.010, which states;

"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.]"

An application for an Amendment to the Junction City Municipal Code has not been received by the property owner or his/her authorized agent. However, Mr. Walker is interested in converting a specific Commercial property in the Central Commercial (C2) Zoning District to a Boarding, Lodging, or Rooming House.

After some deliberation the City Council requested the Planning Commission take the question under consideration.

The Planning Commission could move to initiate an amendment to the Zoning Code allowing Boarding, Lodging, or Rooming House as an Outright, or Conditional Use.

Chair Holderby asked how the code differentiated between an apartment complex and a boarding house.

Commissioner Phelan noted her concerns in regard to children who may live in a boarding house.

Mr. Corey Walker, 1694 W 6th Avenue, Junction City OR 97448, owner of the Boarding House (290 W 7th Avenue), and a house at 5th and Holly said there was a housing crisis. They had a waiting list.

Commissioner Haag noted that if it were a Conditional Use Permit the Commission could look at the house in particular, however, the question was of a code text amendment that would affect the Central Commercial zone as a whole.

Mr. John Gambia, 264 W 6th Avenue, Junction City OR 97448, business partner of Mr. Walker, stated he did not own the house at 5th & Holly with Mr. Walker, Mr. Walker and his wife owned that property. He reiterated Mr. Walker's comment that there was a housing crisis. There was a huge demand for housing. He added, as a City Councilor, he recused himself at the city council meeting when the question was under discussion.

Cindy Montgomery, 1215 Oak Street, Junction City OR 97448, noted there were a lot of homes in the commercial zones that were originally built with residential permits.

Chair Holderby asked Planner Cogburn what type of limitations could be included in a code text amendment to ensure residential buildings were used rather than commercial buildings.

Commissioner Haag said they needed additional information in order to consider a code text amendment.

Planner Cogburn noted a code text amendment could add boarding, lodging houses to the list of Conditional Uses in the c2.

Mr. Bill Robohm, 287 W 5th Avenue, Junction City, Oregon 97448, stated the boarding house at 5th & Holly (287 W 5th Ave) was a 'God send' there were kids in the boarding house, in fact there was a new mother and baby there as well. He witnessed an increase in homelessness in Junction City over the last months.

Commissioner Wells noted the process as a City initiated code text amendment could take a bit as they only met monthly.

Planner Cogburn noted there was a 35-day notification requirement to the Oregon Department of State Lands.

Mr. Gambia commented the applicant could initiate or the City Council.

Commissioner Haag felt the Commission needed more information

Commissioners Dunn, Phelan, Wells, and Hukill agreed, more information was necessary prior to the decision to possibly initiate a code text amendment

Mr. Robohm offered to answer questions from the Commission. He encourage the Commission to assist those in need of stable housing.

The Commission thanked Mr. Robohm for his comments.

Ms Montgomery asked if business owners would be notified of a code text amendment.

Planner Cogburn explained there would be two public hearings and notices would be posted in the newspaper, the city website and at city hall.

Motion: Commissioner Beymer made a motion to directed staff to return, at the November meeting, with more information about a possible code text amendment to allow boarding/lodging houses in the C2 zone as a conditional use. Commissioner Phelan seconded.

- 9. Vote:** Passed by a vote of 7:0:0. Vice-Chair Holderby, Commissioners Dunn, Haag, Hukill, Wells, Phelan, and Beymer voted in favor.

10. PLANNING ACTIVITY REPORT

Planner Cogburn reviewed the Planning Activity Report with the Commission.

11. COMMISSION AGENDA FORECASTER

The Commission reviewed the agenda forecaster.

12. COMMISSIONER COMMENTS

None

9. ADJOURNMENT

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

Vote: Passed by a vote of 7:0:0. Vice-Chair Holderby, Commissioners, Hukill, Dunn, Haag, Wells, Beymer, and Phelan voted in favor.

The meeting adjourned at 7:50 p.m.

The next scheduled Planning Commission meeting would be Wednesday November 15, 2017 at 6:30 p.m.

Respectfully Submitted,

Tere Andrews, Planning Secretary

Stuart Holderby, Vice-Chair

JUNCTION CITY PLANNING COMMISSION

AGENDA ITEM SUMMARY



Public Hearing: Code Text Amendment File: AMD-17-01

Meeting Date: November 15, 2017
Department: Planning
www.junctioncityoregon.gov

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

ISSUE STATEMENT

Grain Millers, Inc. has proposed Code Text Amendments to the Junction City Municipal Code (JCMC), Title 17, Chapter 17.90 – Off-Street Parking and Loading.

BACKGROUND

The existing code provision at issue, Junction City Code 17.90.10, sets parking requirements for Industrial Uses, including "storage warehouse, manufacturing establishments, rail or trucking freight terminal, or wholesale establishment" at one parking space per 1,000 square feet of floor space plus one space per company vehicle.

The applicant submits that requiring a number of parking spaces based on gross square footage of building area is unreasonable and not in the interests of would-be developers of industrial property nor in the interest of the city.

The proposed amendments would:

1. Provide that a reduction of up to 25% of the minimum requirements in all zones is allowed as right of development.
2. Provide that parking requirements be based on the floor area of functional use of a building.
3. "Functional space" excludes space devoted to off-street parking and includes only that area that can be occupied by occupants of the building and would not include floor area dedicated to permanently mounted equipment, ducting, storage vessels, and high piled racking.

RELATED CITY POLICIES

- 17.145 - Amendments

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 Grain Millers, Inc.; file # AMD-17-01 based the findings as stated in the Final Order."

ATTACHMENTS

- A. Application Materials Submitted by Grain Millers, Inc. October 8, 2017
- B. Proposed Text Amendments to JCMC Chapter 17.90 - Off-Street Parking and Loading
- C. Public Hearing Notice
- D. Proposed Planning Commission Final Order (AMD-17-01) Amendment to JCMC Chapter 17.90 - Off-Street Parking and Loading

FOR MORE INFORMATION

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



CITY OF JUNCTION CITY
Planning & Building Department
LAND USE APPLICATION

1171 Elm Street/PO Box 250 Junction City OR 97448

Ph 541-998-4763 ■ Fax 541-998-2773 ■ icplanning@ci.junction-city.or.us ■ www.junctioncityoregon.gov

Date Submitted:	Received By:	Fee Paid: \$	Supplemental Application:
------------------------	---------------------	---------------------	----------------------------------

Section 1
LAND USE ACTION (SEE TABLE 1):
 Amendment to the text of the Zoning Code.

Section 2

Site Address: NA	Location Description: NA
Property Size:	Assessor's Map & Tax Lot #: NA
Present Use:	Proposed Use: NA
Brief Summary of Action Requested: Proposal to amend parking requirements	
Are there other permit applications associated with this application? If yes, list: Application for development review	

Section 3

I have the following legal interest in the property (Circle one): **NA**

Owner of Record Lessee Contract Purchase Holder of an exclusive Option to Purchase

Written authorization from the owner to act as his/her agent must be provided if not the owner of record

Section 4

Applicant: Grain Millers, Inc., a Delaware corporation	
Address: 315 Madison Street, Eugene, OR 97402	
Phone: 541-687-8000	E-Mail: grainmillers.com
Property Owner:	
Address: NA	
Phone:	E-Mail:
Contact: (if different than Applicant) Eric Hall, Architect	
Address: 116 Hwy 99, Ste 100, Eugene, OR 97402	
Phone: 541-688-5594	E-Mail: eric@erichallarchitects.com

City of Junction City
LAND USE APPLICATION

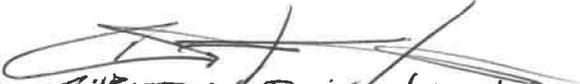
Section 5	
Required Information	
	Written statement describing proposal in detail
	Narrative Statement explaining how the application complies with all relevant criteria with enough detail for review and decision-making. <i>Note: See Type I information, at the beginning of this packet, for the municipal code chapters and/or sections related to your land use request</i>
	Three (3) paper copies of application packet including any plan sets
	Digital copy of application packet including any plan sets
	Non-refundable Application Fee

Section 6		
Supplemental Application:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Attachment(S):	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Section 7

Your signature below acknowledges the following:

- Payment of the base fee may not cover the City's costs associated with processing the Application.**
Per Resolution 1053: All direct costs for contracted services shall be charged monthly to the applicant in the amount billed to City. Contracted city services include, but are not limited to, city engineer, city attorney, building inspector, traffic consultant, &/or wetlands specialist. Direct costs 30 days past due shall be charged 9% interest in addition to the amount billed to the City.
- The foregoing statements and other information attached hereto are true and accurate to the best of my knowledge and belief.*
- Signer agrees to pay all direct costs associated with processing this land use application.*

Applicant Signature: 
 CHRISTIAN P. KINGSORE
 GRAIN MILLERS, INC. DIRECTOR

Date: OCT 5TH 2017

WRITTEN STATEMENT

A. Proposal

The applicant proposes amendments to Junction City Code Chapter 17.90 OFF-STREET PARKING AND LOADING. The proposed amendments are set forth in Exhibit "A" to this application and will be discussed below:

B. Background of the Request

The Applicant, Grain Millers, Inc. ("GMI"), will soon develop a grain processing facility on its 94-acre parcel north of Meadowview Road and immediately south of the Oregon Department of Corrections site.

GMI operates now, and will develop on the Junction City site, a grain processing facility. In conjunction with this development, GMI seeks to accommodate development by Northern Golden Foods of a facility that would constitute a value added processor of GMI products.

The Northern Golden Foods facility will consist of processing equipment and machinery and warehouse space. Under the present off-street parking requirements of the Junction City Code, the development is not possible due to the excessive number of parking spaces required for manufacturing and warehouse uses.

C. Discussion of Proposed Code Amendments

The existing code provision at issue, Junction City Code 17.90.10, sets parking requirements for Industrial Uses, including "[s]torage warehouse, manufacturing establishments, rail or trucking freight terminal, or wholesale establishment" at one parking space per 1,000 square feet of floor space plus one space per company vehicle.

Applicant submits that requiring a number of parking spaces based on gross square footage of building area is unreasonable and not in the interests of would-be developers of industrial property nor in the interest of the city.

The proposed amendments would:

1. Provide that a reduction of up to 25% of the minimum requirements in all zones is allowed as right of development.
2. Provide that parking requirements be based on the floor area of functional use of a building.

3. "Functional space" excludes space devoted to off-street parking and includes only that area that can be occupied by occupants of the building and would not include floor area dedicated to permanently mounted equipment, ducting, storage vessels, and high piled racking.

The remaining parking provisions would remain the same.

D. Justification for the Amendments

There is some question whether there was ever a time that parking requirements should be tied to the square footage of an industrial building. Certainly in present times the correlation between building square footage and number of employees, thus parking spaces, does not exist. It is simply the case that the replacement of workers with machinery and computers has meant the need for fewer parking spaces.

E. Consistency with Applicable Comprehensive Plan Policies

An amendment to the zoning ordinance must be consistent with the Junction City Comprehensive Plan, however, since only a minor amendment to the text of the plan is proposed, it is difficult to find Plan Policies directly related to the amendment.

The amendment is consistent with the city's desire to be a complete community, as proposed in Section 111. Economic Development Objectives and Policies which include:

"Opportunities for development of agri-businesses related to local agricultural products, such as wine, grass seed, blueberries, or services for agri-businesses." (p. 30)

The proposal is also consistent with Economic Development Policy 4.1.5:

"Work with property owners and their representatives to ensure that prime development sites throughout the City and Urban Growth Boundary are (a) ready to develop and marketed effectively; and (b) protected for their intended employment uses." (p. 32).

The proposal is consistent with language in the Economic Development Element. See Policy 4.5.1:

"4.5.1 Maximize development of infrastructure associated with construction of the State Prison and Hospital to provide infrastructure to sites along Highway 99 in the southern part of Junction City. This includes over-sizing water and wastewater pipes and enhancing transportation capacity along Highway 99 and other local roads where possible."

To the extent that the Comprehensive Plan is applicable to this minor change in the text of the Code, the change in the Code is consistent with the Plan.

Attachments: Exhibit A – Proposed Amendments

Junction City Code:

17.90.010 Off-street parking.

C. Elimination of Parking Spaces. If a parking space has been provided in connection with an existing use, the parking space shall not be eliminated if it would result in less parking than required by this chapter.

Proposed Change in Junction City Code:

17.90.010 Off-street parking. (revised)

C. Elimination of Parking Spaces.

1. A parking reduction of up to 25 percent of the minimum requirement in all zones is allowed as a right of development.

2. If a parking space has been provided in connection with an existing use, the parking space shall not be eliminated if it would result in less parking than required by this chapter.

17.90.010 Off-street parking.

D. Measurement of Required Parking Spaces. Where square feet are specified the area measured shall be the gross floor area of the functional use of the building, but shall exclude space devoted to off-street parking or loading. Where employees are specified, persons counted shall be those working on the premises, including proprietors, during the largest shift at peak season.

Fractional space requirements shall be counted as a whole space.

Proposed Change in Junction City Code:

17.90.010 Off-street parking. (revised)

D. Measurement of Required Parking Spaces. Where square feet are specified the area measured shall be the gross floor area of the functional use of the building, but shall exclude space devoted to off-street parking or loading. Functional space is defined as that space that can be occupied by building occupants and would not include floor area for dedicated permanently mounted equipment, ducting, storage vessels, and high piled racking. Where employees are specified, persons counted shall be those working on the premises, including proprietors, during the largest shift at peak season. Fractional space requirements shall be counted as a whole space.

EXHIBIT "A" - Page 2

17.90.010 Off-street parking.

E. Off-Street Parking Spaces. The minimum number of off-street parking spaces shall be provided as follows:

7. Industrial.	
a. Storage warehouse, manufacturing establishment, rail or trucking freight terminal, or wholesale establishment	One space per 1,000 square feet of floor space, plus one space per company vehicle.

Proposed Change in Junction City Code:

17.90.010 Off-street parking. (revised)

E. Off-Street Parking Spaces. The minimum number of off-street parking spaces shall be provided as follows:

7. Industrial.	
a. Storage warehouse b. Manufacturing establishment, rail or trucking freight terminal, or wholesale establishment	
One space per 2,000 square feet of functional floor space. One space per 1,000 square feet of functional floor space , plus one space per company vehicle.	

EXHIBIT "A" - Page 3

17.90.030 General provisions – Off-street parking and loading.

C. Multiple Uses in Structure or on Parcel. In the event several uses occupy a single structure or parcel of land, the total requirements for off-street parking shall be the sum of the requirements of the several uses computed separately.

D. Agreements for Joint Use. Owners of two or more uses, structures or parcels of land may agree to utilize jointly the same parking and loading spaces when the hours of operation do not overlap; provided, that satisfactory legal evidence is presented to the city in the form of deeds, leases or contracts to establish the joint use. Failure to utilize this parking will constitute a violation of this chapter. If owners eliminate parking spaces or if the approved agreement expires, it shall constitute a violation of this chapter.

Proposed Change in Junction City Code:

17.90.030 General provisions – Off-street parking and loading. (revised)

C. Multiple Uses in Structure or on Parcel. In the event several uses occupy a single structure or parcel of land, the total requirements for off-street parking shall be the sum of the requirements of the several uses computed separately.

D. Agreements for Joint Use. Owners of two or more uses, structures or parcels of land may agree to utilize jointly the same parking and loading spaces when the hours of operation do not overlap; provided, that satisfactory legal evidence is presented to the city in the form of deeds, leases or contracts to establish the joint use. Further, multiple shifts or differing departments may also utilize jointly the same parking and loading space when the hours of shift operations don't overlap; provided that satisfactory company policies are presented as evidence and adhered to. Failure to utilize this parking will constitute a violation of this chapter. If owners eliminate parking spaces or if the approved agreement expires, it shall constitute a violation of this chapter.

Junction City Code:

17.90.010 Off-street parking.

C. Elimination of Parking Spaces. If a parking space has been provided in connection with an existing use, the parking space shall not be eliminated if it would result in less parking than required by this chapter.

Proposed Change in Junction City Code:

17.90.010 Off-street parking. (revised)

C. Elimination of Parking Spaces.

1. A parking reduction of up to 25 percent of the minimum requirement in all zones is allowed as a right of development.

2. If a parking space has been provided in connection with an existing use, the parking space shall not be eliminated if it would result in less parking than required by this chapter.

17.90.010 Off-street parking.

D. Measurement of Required Parking Spaces. Where square feet are specified the area measured shall be the gross floor area of the functional use of the building, but shall exclude space devoted to off-street parking or loading. Where employees are specified, persons counted shall be those working on the premises, including proprietors, during the largest shift at peak season. Fractional space requirements shall be counted as a whole space.

Proposed Change in Junction City Code:

17.90.010 Off-street parking. (revised)

*D. Measurement of Required Parking Spaces. Where square feet are specified the area measured shall be the gross floor area of the functional use of the building, but shall exclude space devoted to off-street parking or loading. **Functional space is defined as that space that can be occupied by building occupants and would not include floor area for dedicated permanently mounted equipment, ducting, storage vessels, and high piled racking.** Where employees are specified, persons counted shall be those working on the premises, including proprietors, during the largest shift at peak season. Fractional space requirements shall be counted as a whole space.*

EXHIBIT "A" - Page 2

17.90.010 Off-street parking.

E. Off-Street Parking Spaces. The minimum number of off-street parking spaces shall be provided as follows:

7. Industrial.	
a. Storage warehouse, manufacturing establishment, rail or trucking freight terminal, or wholesale establishment	One space per 1,000 square feet of floor space, plus one space per company vehicle.

Proposed Change in Junction City Code:

17.90.010 Off-street parking. (revised)

E. Off-Street Parking Spaces. The minimum number of off-street parking spaces shall be provided as follows:

7. Industrial.	
a. Storage warehouse b. Manufacturing establishment, rail or trucking freight terminal, or wholesale establishment	
One space per 2,000 square feet of functional floor space. One space per 1,000 square feet of functional floor space , plus one space per company vehicle.	

EXHIBIT "A" - Page 3

17.90.030 General provisions – Off-street parking and loading.

C. Multiple Uses in Structure or on Parcel. In the event several uses occupy a single structure or parcel of land, the total requirements for off-street parking shall be the sum of the requirements of the several uses computed separately.

D. Agreements for Joint Use. Owners of two or more uses, structures or parcels of land may agree to utilize jointly the same parking and loading spaces when the hours of operation do not overlap; provided, that satisfactory legal evidence is presented to the city in the form of deeds, leases or contracts to establish the joint use. Failure to utilize this parking will constitute a violation of this chapter. If owners eliminate parking spaces or if the approved agreement expires, it shall constitute a violation of this chapter.

Proposed Change in Junction City Code:

17.90.030 General provisions – Off-street parking and loading. (revised)

C. Multiple Uses in Structure or on Parcel. In the event several uses occupy a single structure or parcel of land, the total requirements for off-street parking shall be the sum of the requirements of the several uses computed separately.

D. Agreements for Joint Use. Owners of two or more uses, structures or parcels of land may agree to utilize jointly the same parking and loading spaces when the hours of operation do not overlap; provided, that satisfactory legal evidence is presented to the city in the form of deeds, leases or contracts to establish the joint use. Further, multiple shifts or differing departments may also utilize jointly the same parking and loading space when the hours of shift operations don't overlap; provided that satisfactory company policies are presented as evidence and adhered to. Failure to utilize this parking will constitute a violation of this chapter. If owners eliminate parking spaces or if the approved agreement expires, it shall constitute a violation of this chapter.

Attachment C

The Junction City Planning Commission will hold a public hearing on November 15, 2017 at 6:30 pm, at City Hall, 680 Greenwood St to take testimony on the following land use application. NATURE OF APPLICATION: Junction City Municipal Code Title 17 text amendments; APPLICABLE CRITERIA: JCMC 17.145; APPLICANT: Grain Millers, Inc.; FILE#: AMD-17-01; PROPOSAL: Amendments to JCMC 17.90; STAFF CONTACT: Jordan Cogburn, City Planner, jcplanning@ci.junction-city.or.us or 541.998.4763. This notice is to provide an opportunity to comment & express concerns related to the approval criteria, prior to the Planning Commission's decision to recommend approval or denial to the City Council. Citizens may present testimony for or against the proposal by submitting written comments or by testifying at a public hearing on November 15, 2017. Written comments may be included in the staff report if received by 5:00 p.m. on November 7, 2017. Submit comments: to City Hall, 680 Greenwood, M-F, 8- 5; by mail to City Planner, City of Junction City, PO Box 250, Junction City OR, 97448; by fax (541) 998-3140; or by e-mail jcplanning@ci.junction-city.or.us. The Planning Commission will review the request for compliance with applicable criteria based upon information in the application, the staff report and comments received and make a recommendation to the City Council. Approval of the proposal must include affirmative findings that are consistent with the Zoning Code and provisions of the Comprehensive Plan and Oregon Statewide Planning Goals. The staff report will be available for review at City Hall 7 days prior to the public hearing. Copies of the applicable municipal code, the staff report, and related documents can be viewed at City Hall or purchased for the cost of copying. The Junction City Municipal Code is available at www.junctioncityoregon.gov. The public hearing will follow the city's Type IV Legislative 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.

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 15, 2016 at 6:30 pm, at City Hall, 680 Greenwood Street** to take testimony on the following land use application.

NATURE OF APPLICATION	Amendments to Title 17 of the Junction City Municipal Code
APPLICABLE CRITERIA	Junction City Municipal Code 17.90
APPLICANT	City of Junction City
FILE NUMBER	AMD-17-01
PROPOSAL	Junction City Municipal Code Text Amendments: 17.90
STAFF CONTACT	Jordan Cogburn, City Planner, jcplanning@ci.junction-city.or.us or 541.998.4763

The purpose of this notice is to provide an opportunity to comment and express concerns you may have related to the approval criteria, prior to the Planning Commission's decision to recommend to the City Council approve or deny of the proposal.

Citizens may present testimony for or against the proposal by submitting written comments or by giving testimony at a public hearing on **Wednesday, November 15, 2017 at 6:30 p.m.**

If you would like your written comments to be included in the staff report, they must be submitted by **5:00 p.m. on Tuesday, November 7, 2017**. Written comments may be submitted:

- at Junction City, City Hall at 680 Greenwood Street weekdays between 8:00am and 5:00pm;
- 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

Your comments are important and will greatly improve the decision making process, please note you will not receive an individual response to information submitted. By law, comments received not related to the approval criteria may not be considered.

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

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.

Proposed Changes to Zoning Code

Junction City Code:

17.90.010 Off-street parking.

C. Elimination of Parking Spaces. If a parking space has been provided in connection with an existing use, the parking space shall not be eliminated if it would result in less parking than required by this chapter.

Proposed Change in Junction City Code:

17.90.010 Off-street parking. (revised)

C. Elimination of Parking Spaces.

1. A parking reduction of up to 25 percent of the minimum requirement in all zones is allowed as a right of development.

2. If a parking space has been provided in connection with an existing use, the parking space shall not be eliminated if it would result in less parking than required by this chapter.

17.90.010 Off-street parking.

D. Measurement of Required Parking Spaces. Where square feet are specified the area measured shall be the gross floor area of the functional use of the building, but shall exclude space devoted to off-street parking or loading. Where employees are specified, persons counted shall be those working on the premises, including proprietors, during the largest shift at peak season.

Fractional space requirements shall be counted as a whole space.

Proposed Change in Junction City Code:

17.90.010 Off-street parking. (revised)

D. Measurement of Required Parking Spaces. Where square feet are specified the area measured shall be the gross floor area of the functional use of the building, but shall exclude space devoted to off-street parking or loading. **Functional space is defined as that space that can be occupied by building occupants and would not include floor area for dedicated permanently mounted equipment, dueling, storage vessels, and high piled racking.** Where employees are specified, persons counted shall be those working on the premises, including proprietors, during the largest shift at peak season. Fractional space requirements shall be counted as a whole space.

17.90.010 Off-street parking.

E. Off-Street Parking Spaces. The minimum number of off-street parking spaces shall be provided as follows:

7. Industrial.

a. Storage warehouse, One space per 1,000 square feet of floor space, plus one space per manufacturing establishment, company vehicle.

rail or trucking freight terminal, or
wholesale establishment

Proposed Change in Junction City Code:

17.90.010 Off-street parking. (revised)

E. Off-Street Parking Spaces. The minimum number of off-street parking spaces shall be provided as follows:

7. Industrial.

a. Storage warehouse

**b. Manufacturing establishment, rail or trucking freight terminal, or
wholesale establishment**

One space per 2,000 square feet of functional floor space.

One space per 1,000 square feet **of functional floor space**, plus one space per company vehicle.

17.90.030 General provisions- Off-street parking and loading.

C. Multiple Uses in Structure or on Parcel. In the event several uses occupy a single structure or parcel of land, the total requirements for off-street parking shall be the sum of the requirements of the several uses computed separately.

D. Agreements for Joint Use. Owners of two or more uses, structures or parcels of land may agree to utilize jointly the same parking and loading spaces when the hours of operation do not overlap; provided, that satisfactory legal evidence is presented to the city in the form of deeds, leases or contracts to establish the joint use. Failure to utilize this parking will constitute a violation of this chapter. If owners eliminate parking spaces or if the approved agreement expires, it shall constitute a violation of this chapter.

Proposed Change in Junction City Code:

17.90.030 General provisions- Off-street parking and loading. (revised)

C. Multiple Uses in Structure or on Parcel. In the event several uses occupy a single structure or parcel of land, the total requirements for off street parking shall be the sum of the requirements of the several uses computed separately.

D. Agreements for joint Use. Owners of two or more uses, structures or parcels of/and may agree to utilize jointly the same parking and loading spaces when the hours of operation do not overlap; provided, that satisfactory legal evidence is presented to the city in the form of deeds, leases or contracts to establish the joint use. **Further, multiple shifts or differing departments may also utilize jointly the same parking and loading space when the hours of shift operations don't overlap; provided that satisfactory company policies are presented as evidence and adhered to.** Failure to utilize this parking will constitute a violation of this chapter. If owners eliminate parking spaces or if the approved agreement expires, it shall constitute a violation of this chapter.

**FINAL ORDER OF THE PLANNING COMMISSION
AMENDMENTS TO JUNCTION CITY MUNICIPAL CODE CHAPTER 17.90
(AMD-17-01)**

1. The Junction City Planning Commission met on November 15, 2017 and recommended the proposed amendments to the City Council for adoption. The amendments include revisions to JCMC Chapter 17.90 in order to allow for reductions in the required number of parking spaces, and to further define specific uses. The proposed language changes are included in Exhibit A.
2. A public hearing was conducted on November 15, 2017 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 15, 2017. 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 October 27 and October 31, 2017, a minimum of 10 days prior to the hearing.

A record of proposed amendments was made available on the City’s website November 7, 2017, 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 language to the Junction City Municipal Code that allows for reductions in the required number of parking spaces for specific uses, and further defines specific uses. 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: _____

Stuart Holderby, Chairperson
Junction City Planning Commission

Approval Date: _____

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



Land Use Application and Planning Project Status

- Current Planning related projects include:
 - Appeal Applications for The Reserve Phase-III, submitted by the applicant's legal representative, have been placed on hold. As a result of improper noticing and failure to hold a Public Hearing as advertised, the Planning Commission decision on file: SUB-17-02 has been determined to be invalid and must be rescheduled. The item will be listed on the standing December 20, 2017 Planning Commission meeting agenda for preliminary review. The applicant wishes to hold the Appeals pending a new determination.
 - Eric Hall, Grain Millers representative, has submitted a Development Review application regarding a 300,000sf Industrial Facility to be located at the Grain Millers site. Permits have been issued for work on sub-grade fill and site prep. Contingent upon County comments, Staff anticipates a quick turnaround time on the application.
 - The Finance and Judiciary Committee will be hearing from Staff regarding Building Official Services in Junction City. The City Administrator has requested the item be reviewed as a continued discussion from 2015. At the time of review in 2015, the City did not have the capacity to house an in-house building official, but with the creation of the new Planning and Building Office, there is a renewed interest in reviewing this option as it relates to the level of service provided to the community.

City Council Update

- The City Council has requested Planning Commission review of the Boarding, Lodging, and Rooming House type use in the C2 – Central Commercial Zone.

Future Action Items

- SUB-17-02 – Reserve Phase III.

Planning Commission

- Staff hopes to bring Boarding, Rooming, and Lodging House information back to the Planning Commission at the standing December meeting.

Building Activities:

- The year to date building report will likely be included in the December Planning Activity Report. Staff encourages all Commissioners to visit the Planning and Building Office to review the current building activity within Junction City.



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

<u>Item</u>	Public Hearing: AMD-17-01 – JCMC 17.90 Off-Street Parking and Loading
<u>Requested By</u>	Applicant
<u>Staff Contact</u>	Planner Cogburn
<u>Date Last at Commission</u>	N/A
<u>Current Agenda Item Number</u>	5.a

Item Description

This is a new request to amend the Junction City Municipal Code (JCMC), Title 17, Chapter 17.90 – Off-Street Parking and Loading.

Current Status/Update

This is a new review item.

PENDING BUSINESS ITEMS

Pending Business Items

<u>Item</u>	Boarding, Lodging, Rooming House in C2 – Central Commercial Zone
<u>aDate Last at Commission</u>	10/17

Item Description

The City Council has referred discussion regarding the Boarding, Lodging, Rooming House type use in the Central Commercial Zone to the Planning Commission for further review and analysis.

Current Status/Update

A citizen has requested that the Council initiate a Code Text Amendment to allow for Boarding, Lodging, and Rooming Houses in the Central Commercial Zone, as the use is currently not a permitted use. The Council reviewed the request at the July 11, 2017 and October 10, 2017 meetings, and determined that the issue needs further analysis by the Planning Commission. Pursuant to JCMC 17.145, an amendment to the text of JCMC Title 17 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.

FUTURE BUSINESS ITEMS

Future Business Items

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.

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