



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

Date: Wednesday, June 17, 2015
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. Changes to the Agenda
3. Public Comment (for items not already on the agenda)
4. Approval of Minutes
 - May 20, 2015
5. Action Items (Request action by Planning Commission)
 - a) Planning Commission Alternate Vacancy
 - b) Public Hearing: CPA-15-01/RZ-15-01
6. Discussion Item: Planning Commission Bylaws
7. Planning Activity Report
8. Commissioner Comments
9. Adjournment

*Next Standing July 15, 2015 – 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.

Next Standing July 15, 2015 – Check with City for changes

Location is wheelchair accessible (WCA)

THIS MEETING WILL BE RECORDED

The Planning Commission for the City of Junction City met on Wednesday, May 20, 2015 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), Jack Sumner (Vice Chair), James Hukill, Stuart Holderby, Jeff Haag, and Sandra Dunn; City Planner, Jordan Cogburn and; Planning Secretary, Tere Andrews; **ABSENT:** Planning Commissioner Ken Wells and Alternate Kevin Cross

I. OPEN MEETING AND REVIEW AGENDA

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

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

There was none.

III. APPROVAL OF MINUTES

• APRIL 15 2015

Motion: Commissioner Sumner made a motion to approve the April 15, 2015 minutes as written. Commissioner Dunn seconded the motion.

Vote: Passed by a vote of 6:0:0. Chair Thiesfeld, Commissioners Dunn, Hukill, Haag, Sumner, and Holderby voted in favor.

IV. PLANNING COMMISSION REVIEW AND POSSIBLE DECISION: MP-15-01, GAMBEE

Planner Cogburn reviewed the staff report. The proposed partition would divide one lot into three. The applicant met all criteria set forth in Title 16 of the Junction City Municipal Code. Public Works commented the panhandle access would not meet access standards. Prairie Road was a collector which would not allow access points located as close together as proposed. Planner Cogburn suggested a joint access easement with the three (3) parcels next door.

Motion: Commissioner Holderby made a motion to approve the proposed preliminary plat file #MP-15-01, as modified by the Planning Commission, requiring a joint access easement with the properties to the south. Commissioner Hukill seconded the motion.

Vote: Passed by a vote of 6:0:0. Chair Thiesfeld, Commissioners Dunn, Hukill, Haag, Sumner, and Holderby voted in favor.

V. PUBLIC HEARING: PROPOSED PLANNED UNIT DEVELOPMENT AND CONDITIONAL USE PERMIT (PUD-14-01 & CUP-15-01)

Chair Thiesfeld reopened the public hearing for the Planned Unit Development and Conditional Use Permit, File #'s PUD-14-01 and CUP-15-01 and asked if any Commissioner had a bias, ex parte contact or conflict of interest to declare.

Commissioner Sumner declared he visited the site weekly. He declared his ability to make an impartial decision.

Chair Thiesfeld asked Mr. Bob Brink, Oaklea Enterprises, owner of the subject property if he and the applicant, Hayden Homes had come to an agreement.

Mr. Brink, 1210 Rose Street, Junction City Oregon, responded they had, so long as nothing came out of left field during the hearing.

The revised plan showed the pocket park within Phase 3 which was part of the Hayden Homes' Rolling Meadows subdivision.

Commissioner Holderby asked if the open space was donated to a non-profit, as the property owner hoped how that would affect a trail system.

Planner Cogburn said the applicant suggested a public access easement. He added, in regard to the alignment of W 10th Avenue, staff had not received confirmation of an agreement between the applicant and either of the property owners to the north.

Commissioner Sumner asked about the proposed $\frac{3}{4}$ width street for W 10th Avenue of Oaklea Drive.

Planner Cogburn responded Public Works had indicated it would need to be a full width street.

Commissioner Sumner said without agreements with the property owners to the north, W 6th Avenue would be the only access.

Planner Cogburn agreed. Staff would caution the agreements be made Conditions of Approval or put in place prior to final approval.

Testimony

Chair Thiesfeld asked if there was anyone who wished to offer testimony.

Mr. Steve Miller, Hayden Homes, 2464 SW Glacier Place, Suite 110, Redmond Oregon said Hayden Homes' preference was to use W 10th Avenue and to work with the property owners to the north to acquire the 10-feet of right-of-way needed from each for a full width street. He spoke with Mr. Davis (one of the property owners to the north) and they were in agreement. Formalization of the

agreements would be reflected on the plat. In the event W 10th Avenue did not work out, an alternate plan was to extend W 8th Avenue as the access point. They suggested a condition of approval be included that required Hayden homes work through issues with the property owners to the north to obtain an agreement.

The 14 acres of wetland/open space referenced in the revised narrative was a typo, the area was still 18.5 acres. The property owner preferred to donate the land to the city. There were tax advantages to donation. The dedication could not happen until development occurred in the vicinity of the wetland area which would be in phases 5, 6 and 7. They were willing to provide a recorded document stating they would donate/dedicate the 18.5 acre wetlands as open space.

The pocket park location was centrally located and could serve people across Oaklea Drive as well.

Commissioner Haag would like to see W 10th Avenue as a full width street. He was interested in Lane County's opinion.

Commissioner Holderby felt there should be a condition of approval that required the applicant work out agreements with the property owners to the north to accommodate a full width W 10th Avenue.

Commissioner Haag asked if the City was interested in owning the 18.5-acres of open space (wetlands).

Planner Cogburn could not speak to that. He was aware the city had some interest in the property as open space.

Commissioner Sumner asked what the difference between dedication and donation from the City perspective.

Commissioner Haag said the property would be the City's responsibility.

Mr. Bill DiMarco, 1790 Rose Street, Junction City Oregon added the open space would be part of a string of trails. If there were different entities managing portions of the trail system it could get complicated. He felt it would be best for one (1) entity to own the entire system.

Commissioner Holderby added because it was wetlands use of the property was very limited.

Planner Cogburn noted the proposed trail system was just outside the delineated wetland area.

Mr. Brink was in agreement with the pocket park location. He added, in regard to the wetland discussion, in order to use the wetlands, creation of three (3) acres of wetland elsewhere for each acre on the subject site was required. They would like to give the wetland to Junction City.

Commissioner Haag said it was a natural buffer between the proposed subdivision and the ponds.

Mr. Brink was in agreement with the W 10th/Oaklea intersection as proposed.

Chair Thiesfeld asked if anyone else wished to testify.

Mr. Dan Ingram, Lane County Transportation 3040 N Delta Highway, Eugene Oregon said should the access point be moved to W 8th Avenue, he would have to re-review the County's conditions. The County could not support an intersection at W 10th Ave and Oaklea Drive that was not aligned. Their preference would be a W 10th/Oaklea intersection as opposed to W 8th Avenue. Other concerns of the county could be addressed through a Facilities Permit.

Mr. Brink asked should the improvements be the same as the subdivision to the north.

Mr. Ingram said the conditions for that subdivision required the sidewalk during the next phase which had yet to be built.

Commissioners voiced agreement sidewalks were important as the shoulders of the road were narrow along Oaklea Drive at W 10th Avenue.

Ms Diane Myers asked if W 6th Avenue went through to the new development, would it be as wide as it was on the east side of Oaklea Drive.

Mr. Miller responded the right of way width would be the same until W 6th Avenue reached the subdivision, and then it would narrow.

Ms Myer voiced concern about the increased traffic. Sidewalks would increase pedestrians crossing Oaklea Drive and possibly at inappropriate points, creating unsafe crossings.

Mr. Ingram said the County thinking was that there should at least be sidewalk, ramp and curbs. The ramps would be at corners of W 10th and W 6th Avenue on the east side of Oaklea Drive to encourage crossing Oaklea at the designated locations.

Mr. Miller responded to comments regarding the open space. They were in agreement with the alignment of W 10th Avenue & Oaklea Drive. He proposed, as assurance to the Planning Commission, with the platting of Phase 3, they either donate or dedicate the wetlands to the city or another entity. With public access easement across it and that it would remain an open space.

Commissioner Holderby asked about the time line for platting of the three phases.

Mr. Miller responded they would begin with phase 1 to see how quickly homes sold.

Commissioner Sumner asked about the zone of benefit fees.

Planner Cogburn said the conditions of approvals required payment of the zone of benefit fee upfront.

Commissioner Holderby asked if Hayden would consider dedication of the open space at the platting of phase 2.

Mr. Miller said that would be up to the property owner. However, Hayden was confident, the market and sales would be positive.

Chair Thiesfeld asked about the timeline for dedication of the open space.

Planner Cogburn said a discussion could be started with the City Council regarding the dedication of the open space to the city. The applicant would need to come back to the Planning Commission for final plat of the subdivision.

Mr. Miller asked what would happen if the City Council decided they did not want the land. He asked that the dedication occur at the time of platting Phase 3 rather than at final approval of the PUD.

Planner Cogburn responded the dedication could be at platting of Phase 3.

Mr. Brink said they were comfortable with language that required the dedication/donation or caused to be dedicated/donation no later than the platting of Phase 3.

Chair Thiesfeld closed the public hearing.

Planner Cogburn asked if the Commission was comfortable with the conditions as proposed in the Final Order with the modification of the dedication/donation of the 18.5-acre wetland area at platting of Phase 3.

Motion: Commissioner Haag made a motion to approve the Conditional Use Permit and Planned Unit Development applications with conditions to the proposal based on to the proposed Final Order. Changes *(The applicant shall dedicate or donate to the City, or cause to be dedicated or donated to the City, by instrument approved by the City, the proposed 18.5 acre open space tract no later than preliminary Plat Approval for Phase III).*

Commissioner Holderby seconded the motion.

Vote: Passed by a vote of 6:0:0. Chair Thiesfeld, Commissioners Dunn, Hukill, Haag, Sumner, and Holderby voted in favor.

VI. SUB-14-01, ROLLING MEADOWS

Planner Cogburn said the applicant was requesting approval of the preliminary subdivision plan for the first three phases of the proposed Rolling Meadows subdivision. Much of the details had been reviewed and discussed during the public hearing for the Planned Unit Development (PUD-14-01) and Conditional Use Permit (CUP-15-01).

All streets were proposed to be dedicated to the City. They were proposed to be built to Public Works Standards. To meet requirements of the Fire District a pedestrian access tract mid-block along Alderdale to connect to Oaklea Drive for fire access was proposed. The cul-de-sac lengths were well within their bounds. They proposed a sight and sound obscuring fence along Oaklea Drive. No panhandle or butt lots were proposed. He offered to answer any questions regarding the Conditions of Approval.

Commissioner Haag asked about the additional lots on the revised plan.

Planner Cogburn replied the additional lots were part of the PUD density bonus previously approved by the Planning Commission through the preliminary PUD.

Commissioner Sumner asked why the lots alternated between 50-foot and 62-foot lot widths.

Mr. Miller responded block length played a part in the design. The wider lots allowed for a larger product (home).

Mr. Ingram commented the cross-section of Oaklea Drive was incorrect. He was working with their engineer but would like to see that as a Condition of Approval.

Planner Cogburn replied it was included as a Condition of Approval. He added the revised plat addressed the issue.

Mr. Mark Cross, Rhine-Cross, 112 North 5th Street, Klamath Falls Oregon responded a corrected cross-section had been recently submitted to Lane County. One of the Conditions of Approval required that turnarounds be required on all stub streets. They requested that temporary turnarounds be required if required by the Fire Code. The Fire Code required a turnaround if a stub street was more than 150-feet. A short stub street served as a turnaround.

Planner Cogburn responded it was included with the Conations of Approval because it was a requirement under JCMC 16.05.010(B)(2). If the Fire District was ok with and had sufficient turnaround, staff could understand the applicant was meeting the particular intent of the Code section.

Chair Thiesfeld asked if the Commission wished to offer a motion.

Motion: Commissioner Sumner made a motion to approve with conditions the Preliminary Subdivision Plan (SUB-14-01) as presented in the proposed Final Order. Commissioner Dunn seconded the motion.

Vote: Passed by a vote of 6:0:0. Chair Thiesfeld, Commissioners Dunn, Hukill, Haag, Sumner, and Holderby voted in favor.

Mr. Miller asked if an expedited review of the final subdivision plat would be possible.

Chair Thiesfeld suggested staff check calendar availability and noticing requirements and schedule a meeting at the earliest possible date.

VII. PLANNING ACTIVITY REPORT

Planner Cogburn reviewed the Planning Activity report with the Commission.

VIII. COMMISSIONER COMMENTS

Commissioner Haag asked after Alternate Cross.

Commissioner Sumner complimented Planner Cogburn on his work.

Commissioner Haag asked if, now that the west end of W 6th Avenue was city maintained, could sidewalks be installed.

Planner Cogburn responded discussions were taking place regarding traffic calming measures along W 6th Avenue.

VIII. ADJOURNMENT

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

Vote: Passed by a vote of 6:0:0. Chair Thiesfeld, Commissioners Dunn, Hukill, Haag, Sumner, and Holderby voted in favor.

The meeting adjourned at 8:40 p.m.

The next regularly scheduled Planning Commission meeting would be Wednesday June 17, 2015 at 6:30 p.m.

Respectfully Submitted,

Tere Andrews, Planning Secretary

Jason Thiesfeld, Planning Commission Chair



JUNCTION CITY PLANNING COMMISSION AGENDA ITEM SUMMARY

Planning Commission Alternate Vacancy

Meeting Date: June 17, 2015
Department: Planning
www.junctioncityoregon.gov

Agenda Item Number: 5a
Staff Contact: Jordan Cogburn
Contact Telephone Number: 541.998.4763

ISSUE STATEMENT

Provide recommendation to City Council on filling one (1) Planning Commission Alternate vacancy.

BACKGROUND

The Junction City Planning Commission currently has one Alternate vacancy. The application deadline for the Planning Commission Alternate vacancy was May 12, 2015. No new applications were received. Staff received confirmation from previous applicants who expressed interest in being considered for the vacant Planning Commission Alternate position.

The table below lists current Planning Commission members, their terms of office and where they reside; inside or outside City Limits or the Urban Growth Boundary. All applicants reside in the 97448 zip code.

Current Planning Commission & Alternate

First Name	Last Name	City Limits	UGB	Term of Office
Jason	Thiesfeld (Chair)	Yes	Yes	10/12-10/16
Jack	Sumner (Vice-Chair)	Yes	Yes	10/14-10/18
Sandi	Dunn	No	No	10/14-10/18
Jeff	Haag	No	No	11/13-10/17
James	Hukill	Yes	Yes	10/14-10/18
Kenneth	Wells	Yes	Yes	10/12-10/16
Stuart	Holderby	Yes	Yes	8/13-10/16
Vacant	(due to appointment of Comm. Holderby)			10/12-10/16
Kevin	Cross (Alternate)	Yes	Yes	10/12-10/16

Of the seven voting members appointed by the Mayor:

- At least three (3) members must reside within the City Limits
- Two (2) members may reside anywhere inside the UGB (that includes City Limits)
- Two (2) members may reside anywhere inside the 97448 Zip Code

Of the current alternate applicants, one resides outside City Limits but inside the Urban Growth Boundary, and one resides outside the Urban Growth Boundary but within the 97448 Zip Code (see table below).

First Name	Last Name	City Limits	UGB
Thomas	Albright	No	Yes
Alicia	Beymer	No	No

Junction City Ordinance No. 1072 States:

The planning commission shall consist of the mayor and City building official, both of whom shall serve as ex officio nonvoting members; seven other members who shall be appointed by the mayor with the approval of the council; and two alternate members who shall sit as voting members only when there are absent members at a meeting of the commission. At least three of the seven members appointed by the mayor shall reside inside the city limits; an additional two members may reside anywhere in the urban growth boundary, and the remaining two members may reside anywhere in the area defined by the 97448 zip code. These restrictions apply only to the composition of the planning commission as appointed by the mayor; they are not intended to apply to the voting membership in attendance at a given meeting.

PLANNING COMMISSION OPTIONS

1. Make recommendation to the City Council
2. Table the item
3. Other options proposed by the Planning Commissioners.

PLANNING STAFF RECOMMENDATION

Staff recommends that the Planning Commission give a recommendation to the City Council.

SUGGESTED MOTIONS

“I move to recommend to the City Council that _____ be appointed to the Junction City Planning Commission as an Alternate.”

ATTACHMENTS

1. Planning Commission vacancy announcement
2. Completed Applications

FOR MORE INFORMATION

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

NOTICE OF JUNCTION CITY PLANNING COMMISSION VACANCY - 1 opening

Notice is hereby given that the City of Junction City is accepting applications for one (1) alternate member Planning Commission position, with a term through October 2016. The Planning Commission is made up of seven regular members and two alternates. All nine positions are citizen volunteers, appointed by the Mayor and Council. The Planning Commission meets monthly on the third Tuesday at 6:30 p.m. You must live in the 97448 zip code to apply. The Planning Commission is charged with making recommendations to the Council on updates to the Junction City Comprehensive Plan, functional plans, and refinement plans for the City, which are adopted by the Council as the official guides to public and private uses of land. The Commission prepares and makes recommendations to the Council on City legislation that will implement the purposes of the Comp Plan and keep zoning, subdivision, and sign code ordinances current. The Commission may also hold hearings on minor partitions, major partitions, and subdivisions.

Applications may be obtained at City Hall, 680 Greenwood Street, Junction City, from 8 a.m. to 5 p.m. or downloaded from the City's website at www.junctioncityoregon.gov.

Please submit applications to City Recorder Kitty Vodrup at the above address. 1st Deadline for submission: **May 12, 2015 at 5:00 p.m.** Position is open until filled. Contact: 541-998-2153 or at kvodrup@ci.junction-city.or.us.

Junction City Planning Commission Application

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: Thomas (Tom) Albright

Mailing Address: 276 SW Laurel St.

City, State, Zip: Junction City, OR 97448

Daytime Phone: [REDACTED] Evening Phone: [REDACTED]

E-mail Address: [REDACTED]

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): Teller, Pacific Continental Bank

How long have you lived in the 97448 zip code area? 5 years

[REDACTED] _____

Signature

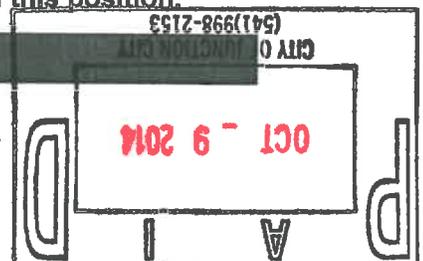
Date

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: _____



Junction City Planning Commission Application

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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: Alicia Beymer

Mailing Address: 95990 Howard Lane

City, State, Zip: Junction City OR 97448

Daytime Phone: NA Evening Phone: cell [REDACTED]

E-mail Address: [REDACTED]

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

Street Address: Regulatory + Accreditation Consultant

Occupation (current or former if retired): _____

How long have you lived in the 97448 zip code area? 7 years

[REDACTED]

Signature

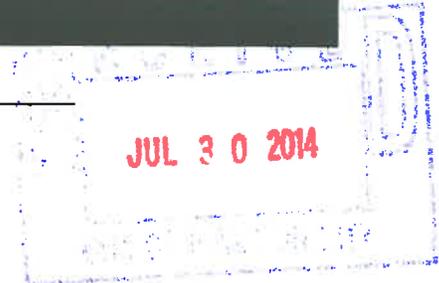
7/30/14
Date

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: _____



Alicia M. Beymer

**95990 Howard Ln.
Junction City, Or. 97448
abeymers@msn.com**

(541) 870-1059

Work History**2013-present Oregon West Network Regulatory and Accreditation Consultant, PeaceHealth**

- Support leadership and system/network/community medical group in the creation and implementation of policies, procedures, and continuous improvement efforts designated to meet regulatory and accreditation requirements.
- Assists with responding to regulatory surveys and investigations.
- Facilitates creation of community regulatory expertise that serves the hospital/clinic to promote operational compliance to ensure excellent performance through the use of standard tools and approaches, consistent interpretation of rules and regulations, standardization of process/practice, and outcomes management.
- Works to strengthen integration and cohesiveness between facilities, providers and care settings.
- Develops and maintains positive collaborative relationships with regulatory agencies, network, and community partners.

2007-2013 Risk Management, Sacred Heart Medical Center at PeaceHealth

- Reviewed, investigated, and managed potential claims, lawsuits and adverse events.
- Guided Root Cause Analysis team processes and facilitate rapid follow-up, completion and monitoring of action plans.
- Collaborated with System Claims Manager, clinical, non-clinical staff and Center for Healthcare Improvement staff.
- Developed clinical processes to promote patient safety.
- Responded to patient complaints/grievances in compliance with System and Regional patient grievance policies and applicable laws and regulations.
- Project Manager for the implementation of a PeaceHealth system-wide Interpreter Services and Special Accommodations process improvement initiative.

2011-2013 Human Protections Administrator, PeaceHealth Institutional Review Board

- Coordinated the completion of all Human Subject research protocol development and execution of research programs.
- Advise IRB staff on matters related to research compliance and approval.
- Educated staff and Board members to maintain a culture of compliance with applicable policies and procedures relevant to the protection of human subjects.

2006-2007 Quality Assurance Program Supervisor, LCOG, Senior & Disabled Services

- Managed the day to day operations of the Quality Assurance and Improvement Services by providing extensive audit review, planning and training to ensure compliance with program regulations.
- Supervised Pre-Admission Screening Nurses and Medicare Part D Choice Counselors.
- Investigated and resolve customer complaints.
- Made recommendations and implement processes in areas that would benefit from improvement.

2005-2006 Medicare Modernization Act Program Supervisor, Temporary Position, LCOG, Senior & Disabled Services.

- Interviewed, hired, trained and managed 12-14 temporary employees.
- Organized workloads and assignments with the responsibility to serve 6700 clients.

- Provided a considerable amount of technical support and expertise with the responsibility to develop procedures, coordinate and develop training sessions for a complex program with frequent changes.

1998-2006 Adult Protective Service Case Manager, LCOG, Senior & Disabled Services

- Responded to and investigated complaints of abuse and neglect of seniors and people with disabilities in care facilities and community settings.
- Performed a comprehensive assessment of all relevant evidence, and presented it in a clear and concise report that would withstand in court.
- Developed safe care plans for individuals receiving care in acute, post-acute and community settings.
- Maintained up-to-date knowledge of state, federal, and other rules and regulations that applied to Adult Foster Homes, Residential Care Facilities, Assisted Living Facilities, and Acute Nursing Facilities in Oregon.
- Appointed to the Governor's Blue Ribbon Elder Abuse Task Force, Attorney General's Sexual Abuse Task Force, and Chair of the Lane County Elder Abuse Multi-Disciplinary Team.

1997-1998 Community Based Case Manager, LCOG, Senior & Disabled Services

- Determined client financial and health needs as required by state and federal rules.
- Conducted assessments of clients and developed service plans,

1993-2000 Soccer Official, Oregon Intercollegiate Soccer Officials Association (1997-2000), Lane County Referee Association (1993-2000)

- Officiated Division 1 Collegiate Soccer Games, 1999 NCAA Division 3 Men's Semi-final championship game, 1997 and 1999 Oregon High School Championship finals, 1997 United States Regional Finals.

Education

- M.B.A. Northwest Christian University, Sigma Beta Delta
- B.A. Sociology, University of Oregon, Eugene Oregon.
- A.A. Lane Community College, Eugene Oregon

Awards

- LCOG, Senior and Disabled Services, Certificate of Excellence, *Outstanding Performance and dedication in recognition for high standards of excellence.* December, 2004.
- Eugene Police Department Partnership Award, *For helping bridge the gap between social services and police agencies to protect vulnerable members of our community.* May 2007
- PeaceHealth, Certificate of Appreciation, *In recognition of valuable contributions to Interpreter Services/Special Accommodations System-Wide Process.* January, 2013

Featured Presenter

Crime Prevention Association of Oregon Annual Conference, 2004, Attorney General's Sexual Assault Task Force Conference, 2006, Hearing Loss Association of America, 2013, and Poster Presentation Northwest Patient Safety Conference, 2013

Certifications

Certification in Health Care Risk Management, FEMA HIQCs ICS 100, 200, 300, 400

PROCEDURES AND BY-LAWS
OF THE
JUNCTION CITY PLANNING COMMISSION
Adopted by the Planning Commission December 1989
Amended September 21, 1999; October 21, 2009;
October 18, 2011; June 17, 2014; January 20, 2015

ARTICLE I: ESTABLISHMENT

The Junction City Planning Commission was established in 1939 (Ordinance No. 220 as amended) and is appointed by the Mayor with Council approval in conformance with ORS 227.010 through 227.300, which sets forth the state requirements for establishing city planning commissions.

ARTICLE II: 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).

ARTICLE III: OFFICERS

Section 1. The officers of this commission shall consist of a chair and vice chair.

Section 2. The chair and vice chair shall be elected from the voting membership of the commission at its first regular meeting in October of each year. The term of office shall be one year. In case of vacancy of chair or vice chair occurring in any office, the commission may fill the same by an election at its earliest opportunity.

Section 3. It shall be the duty of the chair to preside at all meetings of the commission; to enforce observance of the rules of procedure; to sign necessary Planning Commission correspondence and business; to decide all questions of order; offer for consideration all motions regularly made; apportion duties of the members of the commission; call special meetings; appoint all necessary committees; appoint advisory committees with the consent of the commission; and perform such other duties as the Chair's office may require. The chair shall make no motion or amendment.

Section 4. In the absence of the chair the vice chair shall perform the duties of the chair.

Section 5. In the absence of the chair and the vice chair, the commission shall elect a chair Pro Tem for the particular meeting in question.

Section 6. The commission may employ a Secretary of the Planning Commission. The secretary shall be responsible for keeping the records of the commission, arranging for meetings, preparing agendas, and performing such other services for the commission as are customary in that role.

ARTICLE IV: MEMBERSHIP AND VOTING

Section 1. The planning commission shall consist of the mayor and City building official, both of whom shall serve as ex officio nonvoting members; seven other members who shall be appointed by the mayor with the approval of the council, and two alternate members who shall sit as voting members only when there are absent members at a meeting of the commission. At least three of the seven members appointed by the mayor shall reside inside the city limits; an additional two members may reside anywhere in the urban growth boundary, and the remaining two members may reside anywhere in the area defined by the 97448 zip code. These restrictions apply only to the composition of the planning commission as appointed by the mayor; they are not intended to apply to the voting membership in attendance at a given meeting.

Section 2. No more than two members shall be engaged principally in buying, selling, or developing of real estate for a profit as individuals or be members of any partnership, or officers

or employees of any corporation that is engaged principally in buying, selling, or developing real estate for a profit. No more than two members shall be engaged in the same kind of business, trade or profession (ORS 227.030).

Section 3. Members shall be appointed for 4-year terms, renewable upon appointment by the Mayor and with the approval by the council.

Section 4. The Planning Commission shall review applications for membership to the commission and make recommendations concerning the filling of vacancies on the commission to the mayor and city council. Any vacancy shall be filled upon appointment by the Mayor for the unexpired term of the predecessor in office.

Section 5. Each member of the commission shall be entitled to vote at all regular and special meeting of the commission, except that a member shall not vote or take part in discussion as a member when there is a conflict of interest; i.e., when the action to be taken can confer a significant economic benefit or impose a significant economic loss on the individual member. For example, a member of the commission shall not participate in any commission proceeding or action in which any of the following has a direct or substantial financial interest: the member or his or her spouse, brother, sister, child, parent, father-in-law, mother-in-law, and business in which he or she is then serving or has served within the previous two years, or any business with which he or she is negotiating for or has an arrangement or understanding concerning prospective partnership or employment. Any actual or potential interest shall be disclosed at each meeting of the commission where the action is being taken (ORS 244.135).

Section 6. If a member wishes to abstain in a situation where there is no direct pecuniary conflict of interest, but where the public might construe that such a conflict exists, or if a member has a conflict deriving from a relationship with the person involved or an extreme bias, the member may request the commission to allow that member to abstain. If the commission says "no," the member must vote. This provision is intended to relate to close relatives and to professional relationships, as well as to friendships.

Section 7. Any time a member present at a meeting does not record his vote, it is automatically recorded as a vote with the majority; and abstention must be entered as such in the minutes, with the reason recorded.

Section 8. Commission members shall receive no compensation, but shall be reimbursed for duly authorized expenses.

Section 9. Any member who misses more than three consecutive regular meetings without having been given a leave of absence by the commission shall be notified by registered mail of possible removal from the commission for further consecutive unexcused absences. Upon the fourth consecutive unexcused absence the commission shall recommend the removal of the absent member to the city council. The city council shall appoint another member to complete the unexpired term of any removed member.

Section 10. Alternate members shall sit as voting members only when there are absent members at a meeting of the commission. If members of the commission are late, alternates shall sit as voting members for the duration of the meeting.

ARTICLE V: MEETINGS

Section 1. Regular meetings of the commission shall be held the third Wednesday of each month at 6:30 p.m. in the Council Chambers. Special meetings can be called by the chair or vice chair with 24 hours notice.

Section 2. A majority of the members of the commission, excluding vacant positions, shall constitute a quorum. Except as otherwise provided by law, all actions of the Commission shall require the vote of the majority of those members present not abstaining.

Section 3. An abstention is not considered a position for the purposes of determining a majority vote.

Section 4. If a member of the commission is unable to attend a meeting, said member is expected to notify the chair and/or the secretary to the commission.

Section 5. Commissioners shall prepare for participation at a meeting by fully reviewing the staff report and materials provided by the Director. If a Commissioner is unable to attend a hearing on an application that is continued to another hearing, the Commissioner shall not take part in the continuance hearing unless the Commissioner:

1. Reviews the staff report and materials provided by the Director as well as:
 - a. all materials submitted at the hearing, and
 - b. any additional materials prepared by the planning staff applicable to the application, and
 - c. Listen/view the audio/video recording of the hearing and review the draft minutes of the hearing.
2. Declares on the record at the continuance hearing that they are prepared to participate.

Section 6. All commission members shall be sent advance written notice of regular meetings or special meetings where action is to be taken. Notification for study sessions may be made at regular meetings or by telephone at least 24 hours in advance of the meeting time. The place and/or hour of any meeting may be changed by affirmative vote of the commission, and the hour of meeting may be changed by the chair; if adequate notice can be given to the public and all interested parties (ORS 192.640).

Section 7. Action may be postponed at the first hearing on any land use application where the applicant (or appellant) or a representative is not present. A written explanation for absence, coupled with a request that action not be delayed, may be honored, if the commission has sufficient information to proceed. If the commission agrees to postpone the application to a subsequent hearing date, at the request of the applicant, the applicant may be responsible for additional costs incurred by the city in meeting public notice requirements. It is the duty of the City Recorder, or such other Person designated by the City, to notify applicants at the time of initial application that they may be responsible for these additional costs.

Section 8. All meetings shall adjourn by 9:00 p.m. unless the commission, by majority vote, decides to extend business beyond that or continue the discussion to a later date. No new public hearing agenda item shall be considered for decision after 9:00 p.m.

Section 9. Public hearings shall begin at 6:30 p.m. in their order of public notice.

Section 10. Except as otherwise provided by the chair, Robert's Rules of Order shall apply to the procedures of all commission meetings. However, the commission has an obligation to be as clear and simple in its procedures as possible, and therefore should avoid the finer points of parliamentary rules, which may only obscure the issues.

Section 11. A planning commission member who attends a meeting of the city council as a representative of the commission should follow the following guidelines:

- a. The representative should answer questions about commission actions if these are addressed to him or her by the council.
- b. The representative should state the commission's majority report and should not present his/her own point of view nor that of the minority, unless specifically asked.

Section 12. The planning commission may hold executive sessions subject to the requirements of ORS 192.610 to 192.690.

ARTICLE VI: PUBLIC HEARINGS

Section 1. The commission may retain a hearings officer to prepare staff reports, conduct public hearings and to create findings of fact documents. All staff reports furnished to the commission shall be considered as part of the record at the meeting and incorporated in the minutes thereto as if actually included. All staff reports shall be made available to applicants prior to the public hearing.

Section 2. The secretary to the commission shall tape record all public hearings and meetings and retain these records for a period of time not less than two years from the date of that hearing.

Section 3. In the interest of avoiding the appearance of bias, no individual planning commission member will discuss (ex parte contact) with the applicant for a specific land use, or others interested in the application, any request that is to be heard by the commission and on which he or she will vote, except that answering questions relating to time, place, and commission procedures will not be considered as violations of this rule. Any such ex parte contact shall be divulged on the record, by the affected commission member, at the beginning of the public hearing to which the contact pertains. The commission member shall state the name of the party or parties with which he or she had the contact, explain the nature of the pre-hearing discussion and state whether that contact has caused the commission member to become biased in voting upon the matter. A request for abstention shall be determined by the procedures set out in Section 6 of ARTICLE IV of these bylaws.

Section 4. Any interested parties may appear for themselves or be represented by a person of their choosing. Any persons speaking at a public hearing shall first identify themselves by name and address, and, if appearing in a representative capacity, identify whom they represent.

Section 5. Procedure for all matters considered by the commission shall be as follows:

- a. The chair or hearings officer will present the matter, action and considerations required of the commission by law, and any other information deemed necessary to establish appropriate consideration prior to public discussion or hearing.
- b. The chair or hearings officer shall ask for a declaration of ex parte contacts and potential conflicts of interest. Members who are excused from voting because of an ex parte contact or potential or actual conflict of interest shall remove themselves from the dais and refrain from participating as a member of the commission during the public hearing.
- c. The chair or hearings officer shall provide the audience an opportunity to challenge the jurisdiction of the Planning Commission and/or the impartiality of any commission member.

- d. (Open public hearing, if applicable) The proponents of the matter shall, before the commission, present their case.
- e. Opponents of the matter shall present their case.
- f. Proponents shall then have an opportunity to rebut any new matters presented by the opponents.
- g. Staff members and representatives of other public agencies shall, subject to the public's right of rebuttal, be afforded an opportunity to make presentations, furnish information and comment on implications of suggested actions prior to the close of the hearing.
- h. Planning Commission discussion and action.
- i. Persons with lengthy testimony are encouraged to submit it in advance of the public meeting.
- j. The chair or hearings officer may limit testimony to a specific amount of time in order to hear all persons desiring to testify.
- k. Continuance of applications pursued with due course to a later date should be made when:
 - 1. Further deliberation on the item may be necessary, including the request for new information by the commission, or
 - 2. Newly submitted evidence dictates further technical review and analysis, or
 - 3. Preliminary to commission action, staff preparation and review of findings and conditions are necessary.

l. Relevant pertinent information to a commission member should be introduced through the staff or during the testimony portion of the public hearing. All information thus presented is available for rebuttal.

Section 6. Following the rendering of a decision the chair or hearings officer shall advise interested parties as to their appeal rights under the Junction City Zoning Ordinance (Ordinance No. 950).

Section 7. No quasi-judicial decision of the planning commission shall be final until the adoption of supporting findings of fact.

ARTICLE VII: SPECIAL RECORDS

Section 1. Special Reports: All reports made by the hearings officer, the planning staff, planning commission, committees of the commission, individual staff or commission members, or other interested parties, shall be filed and made available to the public.

Section 2. Policy Statements: All policy statements of the commission shall be recorded and shall be made available to the public.

Section 3. Planning Commission Interpretations: When the Planning Commission is required or requested to make a policy interpretation concerning any ordinance, either text or map, such interpretation shall be reduced to writing and placed in a special file entitled "Ordinance Text and Map Interpretations" and shall be made available to the commission at all meetings and to the public. In the case of map interpretations, the official zoning maps shall be changed to reflect such interpretations.

Section 4. All public documents of the commission shall be located in City Hall and shall be available to the public during normal business hours.

ARTICLE VIII: SUBCOMMITTEES

Section 1. The Chair shall appoint subcommittees as needed.

Section 2. The Chair may appoint a chairperson for each subcommittee or may serve in this capacity.

Section 3. The Chair is an ex officio member of all subcommittees.

ARTICLE IX: ADVISORY COMMITTEES

Advisory committees to the commission may be appointed by the chair with the concurrence of the commission members.

ARTICLE X: AMENDMENT TO BYLAWS

These bylaws may be amended by an affirmative vote of a majority of members present at any regular meeting, providing notice of such amendment is given at a preceding regular meeting.

MEMORANDUM

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

**Land Use Application and Planning Project Status**

- Staff has met with representatives for the property located on the southeast corner of 9th and Ivy. Staff anticipates submittal of a Development Review application regarding a reconstruction of the commercial building, including updated facade improvements, new signage, and 3 leasable commercial spaces. The Subway restaurant is slated to continue operations from the location.
- The Junction City Rural Fire District is preparing a building permit submission for a new fire training structure to be located on City property south of the lagoons. The new structure will be constructed with Shipping Containers that were donated by Eugene Springfield Fire.
- Guaranty Chevrolet has submitted a building permit application for a new Service Center located at 425 W 3rd Ave. The application includes the demo of the existing service building and construction of a new 12,840 square foot structure in the southwest corner of the property.

City Council Update

- Councilor Nelson has requested that Staff bring a report to the June 23rd Standing meeting regarding potential changes to the JCMC. This is in response to a potential purchase of the 18th and Rose St. property by the Junction City School District.
- Councilor DiMarco requested that Staff bring a report to the June 23rd Standing meeting regarding potential changes to the JCMC as well. This is in response to a citizen request to allow Mobile Food Units (Food Carts) on Commercially zoned properties in Junction City.

Future Action Items

- Final Approval of the Oaklea Enterprises / Hayden Homes Planned Unit Development, and subsequent Final Plat approval for Phase-1 of the PUD.
- Comprehensive Plan Redesignation and Rezone of 84.5 acres of residential lands west of Oaklea Dr., concurrent with the Rolling Meadows PUD final approval.

TSP Update

- The City Council ad-hoc task force directed to review the Draft TSP (Transportation System Plan) and provide support to the Council regarding specific inquiries has been meeting weekly to resolve outstanding concern. The task force has met with a DKS representative to discuss unresolved questions. The task force has requested that staff bring the information back to the Council with the recommendation to pursue completion with a City contracted Transportation Planner, and to utilize areas of the current draft that are deemed satisfactory.

Planning Commission

- Staff requests that the Commission review the current By-Laws in regard to member attendance and provide direction.

Building Activities:

- The building report for May 2015 is included as an attachment to this report.