

Planning Commission Meeting Minutes

May 18, 2017

Jefferson City Hall 150 N 2nd Street Council Chambers

Present: Ron Gilles – Chair; Jacquelyn Deeds; Edie O’Neil; Danette Benjamin
Absent: Mitzi Smith; Rodrigo Arellano; David Jones; Bob Burns
Staff: Lissa Davis, City Planner; Greg Ellis, Interim City Recorder/Administrator
Visitors: Marsha Studer; Nancy Hamby; Chris Giffen

1. Chair Ron Gilles called the meeting to order at 6:30, followed by the Pledge of Allegiance.
2. There were no public comments
3. Chair Gilles noted a couple of typographical errors in the minutes. Commissioner Deeds moved to accept the minutes from the May 18, 2017 meeting, with corrections. Commissioner O’Neil seconded the motion. Minutes were approved as submitted.
4. Staff gave an update on recent legislative actions. She discussed the LUBA remand of ANX16-01, pointing out the three broad assignments of error. Commissioner Deeds asked if the remand was due to their actions on the application. Staff assured them it was not. The remand will be heard by the City Council on July 13, 2017. There is no further action required on the part of the Planning Commission. Ms. Hamby stated that she will be presenting further, more in-depth studies, as required by the remand. Staff also explained SB 258 and 114, which were designed to remove the voter ban in SB 1573. Both bills died in committee. She then reported that the case filed in Marion County Circuit Court to place the annexation on the ballot was denied.

Staff shared with the Commission that she is preparing an application for a TGM grant to update the Traffic Systems Plan (TSP). The current plan was developed in 1977 and last updated in 2000. Newly enacted state and federal requirements based on Metropolitan Planning Organization (MPO) membership has increased the urgency of the update. This is a highly competitive grant and urgency is often a factor in being awarded. Commissioner Deeds asked why there is a TSP and what is it used for. Staff explained that it is a guide to assist with all transportation-related issues when planning for future growth and development as well as when deciding on specific applications. She then

told the Commission that, if Jefferson is funded, they will have an active role in the preparation of the plan. Staff will act as project manager for the city but a consultant will be selected to prepare the document and facilitate the public outreach.

Staff reported that 257 High Street was burned on May 7th to make way for 3 new homes. The parcels were platted in 1870 and combined in the early 1900s to allow construction of the home. The lots were segregated by the new owner/developer and even though they do not meet the current minimum lot size in the code (5,000 vs. 6,000) they are considered legal non-conforming and buildable. The new homes will be required to meet setbacks and all other development requirements. She said the remodel at 254 Mill Street is complete. The property owners are still planning on opening a jewelry/pottery business but are also considering a seasonal "Saturday market". That is a use permitted by right in the Mixed Use – Main Street (MU-M) zoning district.

Staff then discussed the upcoming Development Code Amendment. She provided copies of draft items to be included: Accessory Dwelling Units; Planned Unit Development; Medical Hardships; and, general scribner errors and corrections, including those previously approved in September, 2016. Chair Gilles has previously expressed interest in the regulation of Short-term rentals "vacation rentals". Staff has investigated the issue and requested the Commission to table the matter at this time. Commission agreed.

Commissioner O'Neil stated that there are CDBG funds available for small cities. Me. Ellis said he was familiar with that and would look into it. She also invited the Commission to attend a Historic Kitchen Tour in Albany on May 20th, followed by a contractor's fair at Calapooia Brewery. Commissioner Deeds said she was glad to see the City be proactive with the DCA. Commissioner O'Neil agreed and added that PUD's and ADU's are definitely the way to go. Ms. Hamby told the Commission that SEDCOR helps with shovel-ready projects. Commissioner Deeds asked how/who promotes available properties identified in the Economic Development Element. She was told that no one person has full responsibility and that everyone, staff and citizenry alike, have the opportunities to get the word out.

5. Motion to adjourn by Commissioner O'Neil; seconded by Commissioner Benjamin. Meeting adjourned at 7:45 pm.

Minutes approved this 1st day of June, 2017

Ron Gilles

Ron Gilles, Chair

Attest:

Lissa Davis

Lissa Davis, Planner