

# **PLANNING COMMISSION** **Public Hearing Minutes**

**Wednesday, April 10<sup>th</sup>, 2019**  
**6:00 p.m.**  
**Old City Hall, 205 W. Main St.**

**Call to Order at 6:00 pm.**

**Roll Call:**

**Present:** Vice Chair Thom, Councilor Casaleggio, Commissioner Betcher  
Commissioner Whitlock, Commissioner Card, and Chair Thomas

**Absent:** None

**Staff Present:** Ian J. Foster, Planning Director, Zachery Thompson, City Planner, Dick Converse  
Contract Principal Planner (RVCOG) and Diane Oliver, Planning Technician

**Introductions and Review of Agenda**

**Minutes:**

- a) **January 16<sup>th</sup>, 2019**  
*Minutes stand as submitted*

**General Public Comment:** None

**Open the Public Hearing: 6:04pm**

**Public Hearing:**

- a) **File No. 2019-039 – Performance Review**  
**Request: To operate a short-term vacation rental**  
**Address: 655 N. 5<sup>th</sup> Street**  
**Applicant: Carl and Eric Anderson**

*Zac Thompson, City Planner presented his staff report and answered questions of commissioners*

*Eric Anderson, (applicant), 655 N. 5<sup>th</sup> Street, Jacksonville, OR presented his proposal and answered questions of commissioners about parking, landscape, and possible improvements to the driveway since it is on 5<sup>th</sup> Street*

*Public Testimony: Monika Neri, 985 Applegate Street provided a street view photo from her phone to give the commissioners a better picture of the tree in the driveway*

**Motion to:** Close the Public Hearing.

**Motion by:** Vice Chair Thom, seconded by Commissioner Betcher

**Vote:** All “Ayes” Hearing Closed

**Motion to:** Approve the application with staff recommended conditions (that were presented on the power point presentation tonight) and the additional condition that the applicant provide a landscaping buffer between the driveways at Staff discretion (for staff to approve)

**Motion by:** Vice Chair Thom seconded by Commissioner Card

*(No Discussion)*

**Roll Call Vote: Commissioner Card Yes**

**Vice Chair Thom Yes**

**Commissioner Betcher Yes**

**Commissioner Whitlock Yes**

**Chair Thomas Yes**

**Application 2019-039 Performance review is approved**

*Chair Thomas advised the applicant to get with staff and develop some kind of landscape plan for Planning to review so that if there are any criteria that needs to be met, the planning department can guide you through it*

### **Study Session**

*Ian Foster, Planning Director presented the Planning Commission with the CAC Majority Report on the draft changes to the comp plan chapter one which is the citizen involvement element of our comp plan and gave a brief update on the CAC's work and where we are in the process. The CAC completed the update to chapter one, and commissioners went through the report together as a group to review those draft changes. Ian went over the background and context of the process. We then re-established a committee for citizens involvement (CCI) and their role is to oversee the citizen involvement program as it applies to land-use. They are in charge of engaging citizens to be involved in the land use process. The City council established the CCI in 2017, and then recommended that the CCI form a CAC to review Chapter one of our comprehensive plan. Chapter one of the comprehensive plan is the foundation of goal one of State wide planning which requires citizen involvement throughout the planning process. Each city in Oregon is required to have a public engagement program, and that is why the work that has been done on Chapter one is before you this evening, and the ultimately before City council for review and approval.*

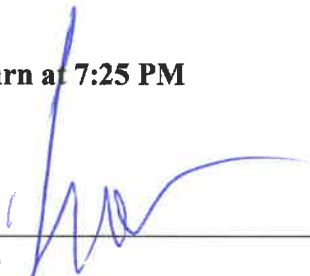
*Many City's in Oregon have scaled back on their citizen involvement program or made it so that the Planning Commission acts as the CCI. We feel that we have a strong CCI right now, so their scope was to review the citizen involvement policies, the types of committees and their roles, and our citizen communication standards.*

*The Planning Commission was provided with the current document and the update to read through during the study session as a group. The current version was adopted in 2008. The purpose of the update and scope of work was to develop a sustainable civic engagement program.*

*The CAC was composed of 5 members and they held 8 meetings beginning on Oct 25<sup>th</sup> 2018 to review chapter one. The draft was completed by the CAC on March 19<sup>th</sup>, 2019. During the last townhall we provided the public with the Majority report. We also had a joint CAC and CCI study session to exchange ideas from each of the committees. Their goal was to provide a clear and intuitive citizen engagement document, to clarify the functions and duties of the citizen committees in Jacksonville and to improve 2-way communication between residents and decision makers. Our next townhall is on April 22,2019 so we will be updating them on this meeting here tonight in that townhall. The next steps after*

*this study session tonight will be the Planning Commission having a Public Hearing on the matter, and ultimately you will recommend it to the City council with either an adoption of the language that is proposed by the CAC, revising their language, or recommending a denial of the chapter. The City attorney had some feedback on the finished product She suggested changes in procedure language- notably that anything procedural should all be within section 6 of the document. She also suggested since this is a land-use document she suggested that there should be no reference to anything outside of the land-use process- anything outside of land use should be in the Municipal Code. The City attorneys suggested changes could be made and finalized by the Planning Commission tonight, but the Commission felt that the CAC should weigh in on those changes in one more meeting before coming before this commission again even though Planning Commission has the authority to do so to flow better with the process as a whole. The commission read through the majority report and Chapter one of the comprehensive plan, including the changes that the attorney suggested. The Planning Commission sent the document back to the CAC for review.*

**Adjourn at 7:25 PM**



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Mark Thomas  
**Planning Commission Chair**



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Diane Oliver  
**Planning/Building Technician**

**Date of Approval:** 5-8-2019