

CITY OF JEFFERSON
Planning Commission Meeting
May 6, 2021
Via Zoom 3:30 pm

COMMISSIONERS PRESENT: Dave Jones, Joseph Moore, Bruce Forbes, Edie O'Neil,
Jacquelyn Deeds
COMMISSIONERS ABSENT: Ron Gilles
COUNCIL LIASION: David Watkins
STAFF PRESENT: Deanna Donato, Kiel Jenkins, COG Planner
APPLICANTS: Frank Ball, Laura Laroque-Udell Engineering/Matthew
Conser

- I. Call to Order: Edie O'Neil called the meeting to order at 3:35 pm and then turned the meeting over to Kiel Jenkins to open the review of VAR 2020-03.
- II. New Business: Application #1
 - 1. Extension of VAR 2020-03 AT 554 S MAIN ST**
 - 1.1 Open Application Review:** Kiel opened the review by stating this was an application for an extension of a Variance that was originally approved by the Planning Commission in December of 2020.
 - 1.2 Background & Summary Staff Report:** The applicants, Frank and Patti Ball were given an extension that is set to expire on May 25, 2021; therefore, they are requesting a second six (6) month extension in order to complete the conditions of approval as required under the approved PAR 2020-01. Kiel then stated the variance extension review procedure in the Jefferson Development Code – Section 12.96.050, and with regards to the standards by which a variance extension may be granted, he recommended approval of the request. He then asked for any questions or comments from the Commission.
 - 1.3 Decision:** Hearing no questions or comments Edie then stated a decision needed to be made and a motion was called for. Jacquelyn Deeds moved to approve VAR 2020-01 Extension 2 and Bruce Forbes seconded. Each commissioner gave their vote and the motion was approved unanimously.

Application #2

- 2. LLA 2021-02 AT 362 S MAIN ST and SITE PLAN REVIEW 2021 AT 362 S MAIN ST. (JEFFERSON TERRACE)**
 - 2.1 Background & Summary Staff Report:** Edie reads the declaration for a Type A procedure. Type A procedures are decided by the Planning Commission. There is no public hearing for this procedure. When she was finished, she then turned it over to Kiel. Kiel stated that this particular piece of property had recently completed a zone change which now classified the property as high density residential. The applicant(s) are proposing a 30-unit, 3 story, 3 building

apartment complexes. Kiel went on to further explain the existing conditions of the property and surrounding properties. He stated the first thing the applicant would like to have done is a Lot Line Adjustment in combine tax lots into one lot for the development of the apartment complex. Kiel went through the four criteria needed to be met in order for the Lot Line Adjustment to be completed, and has found that all the criteria have been met without conditions of approval.

Site Plan Review:

Kiel then went right into the Site Plan review criteria needed stating that there are several areas of criteria that need to be met in order to pass approval. The applicant(s) will have curb and sidewalks on the frontage of the property as per Marion County Standards. Parking requirements are to have 1 and a half parking stalls per unit, which means they will need to have 45 parking spaces and they will have to have landscaped area that separates the two parking areas. Kiel said the City Engineer had reviewed all the drainage and has no concerns and that adequate water and sewer service is available. Fire department stated the complex must be sprinkled as it is 3 story building. The Applicant(s) will be allowed 1 apartment complex sign. It will be double sided and illuminated. This will require a sign permit before being installed, but at this time it has as of yet to be designed. As for the landscaping requirements, the Applicant(s) have exceeded the requirements. They are also proposing a 6-foot screening fence where it is required and also on both ends of the property. The Applicant(s) plan to keep as many existing trees on the property as possible and there will be sidewalks and pathways throughout to connect the buildings together.

Kiel stated that he had covered only the highlights of the all the requirements they must meet, and based on the findings listed in the staff report, Staff recommends the Planning Commission direct staff to prepare a planning commission order approving SPR/PLA 2021-02 with conditions.

The conditions of approval are:

1. The applicant shall obtain all necessary permits from Marion County prior to development.
2. The final landscape plan shall conform substantially to the preliminary landscape plan submitted as Exhibit H. All landscaping shall be completed prior to the issuance of a certificate of occupancy.
3. Prior to installation of any signage, the applicant shall obtain a sign permit from the City of Jefferson and a building permit from Marion County if required.
4. Building permits shall be required for all structures to be constructed on the subject property in accordance with Marion County and City of Jefferson requirements.
5. The applicant shall install a 2-inch-deep mill/inlay over the entire width of southbound travel lane and extending through paved shoulder to west edge of the pavement as part of the required street improvements. All work within the Main Street ROW shall require a permit from Marion County.
6. All public improvements shall be constructed in compliance with the following comments from the City Engineer:
 - a. A double detector check valve must be provided on the fire service at the property line.
 - b. The FDC must be located adjacent to a public fire hydrant per the fire code.
 - c. The proposed water main must be installed in the right of way with a double check assembly immediately downstream from the meter.
 - d. All water improvements must be constructed to the City's PWDS, uniform plumbing code, and fire district requirements.
 - e. A monitoring MH is required prior to connection into public sewer.
 - f. A new easement for sanitary sewer shall be provided due to the depth of the sewer in order to allow Public Works to maintain the sewer.

- g. All improvements shall be constructed to the city's PWDS and the uniform plumbing code.
- h. All stormwater facilities shall be privately owned and maintained.
- i. All stormwater facilities shall be constructed to the city's PWDS and the uniform plumbing code.

Kiel then asked for any questions or comments from the Commission. Bruce Forbes asked what the caliber of a tree meant and Kiel replied that it was asking for the circular width of the tree trunk.

Kiel also commented that as of today there had been no comments in response to the notice that had been mailed out.

Edie asked if the Applicant had any questions or comments. Matthew Conser thanked the entire Commission for their time to hear the proposal and give them the opportunity to bring some much-needed housing to Jefferson.

Edie asked if there were any other questions or comments. Hearing none, she then called for a motion. Jacquelyn moved to adopt the finding from the staff report and direct staff to prepare a planning commission order approving of SPR2021—02 and PLA 2021-02 with the conditions listed. Dave Jones seconded. Vote was taken by roll call. Dave Jones-aye, Bruce Forbes-aye, Jacquelyn Deeds-aye, Joseph Moore-aye, Edie O'Neil-aye. Approved unanimously.

- III. **OLD BUSINESS: NONE**
- IV. **APPROVAL OF MINUTES: JANUARY 21, 2021:** Dave moved to approve minutes as written and Bruce seconded. All were in favor and approved unanimously.
- V. **VISITORS: none**
- VI. **COMMISSONER COMMENTS & QUESTIONS:** Commissioners had none. Deanna mentioned to them that IF 3:30 was a conflict for meeting time they could change the time if needed. Joseph asked that 5 or 5:30 be an option however Edie has some prior engagements on Thursdays for the next 2 months. So they agreed on Wednesdays at 5 for a temporary fix so that all could be in attendance as there will be more meeting coming in the next few months.
- VII. **ADJOURNMENT:** Bruce moved to adjourn and Jacquelyn seconded. Meeting ended at 4:18 pm.

MINUTES APPROVED THIS 15 DAY OF July 2021.

EDIE O'NEIL, VICE CHAIR

ATTEST: Deanna Donato

DEANNA DONATO, DEPUTY CITY RECORDER