CITY OF JEFFERSON
Joint Worksession
October 9, 2025
6:30pm

COUNCILORS PRESENT:	David Kellogg, Justin Guinan, Kate Steele, Bob Rossiter, Anna McEwen, Mayor Watkins (zoom)
COUNCILORS ABSENT:	Walt Perry
COMMISSIONERS PRESENT:	Mark Heinrich, Dave Pafundi, Jacquelyn Deeds, Michael Lloyd, Dustin Bridge (zoom)
COMMISSIONERS ABSENT:	Kyla Bivens
STAFF PRESENT:	Sarah Cook, CM/R; Jeff Buskirk, PWD; Liam Bean, COG Planner; Deputy Connelly, MCSO

I. **CALL TO ORDER/FLAG SALUTE** – With the Mayor under the weather and attending via Zoom, Council President David Kellogg called the meeting to order at 6:30pm and led in the flag salute.

II. **WORKSESSION TOPIC** – Jefferson Development Code Procedural Amendments

COG Contract Planner, Liam Bean introduced himself for those he hadn't met and provided a brief summary of what he'd be presenting for the next couple of hours, much of which was to bring the City into compliance with state statutes as well as cleaning up a lot of inconsistent procedures in the City's code. With that, Liam proceeded through the slides quickly, providing a summary of information as he worked his way through. Topics included the various decision making authorities depending on application type, SB1537 regarding nonconforming uses, lot line adjustments, and various changes in the state mandated procedures, noting some confusion in guidance coming from the Department of Land Conservation & Development (DLCD), which Liam identified as "Take 1 and Take 2", indicating staff recommended the City proceed with Take 1 because it met the legislative intent, was legally defensible and most common amongst the state. He also suggested making approval periods universal for better efficiency and consistency across the board.

Moving on, Liam briefly described the 8 procedure proposal, which he drafted following the state's model code. Upon receiving feedback from the group, he would prepare a draft for legal counsel to review. The proposal included amending existing procedures in order to both bring them in line with the state code and/or make them more efficient and streamlined, as well as create new policy to address procedures the City did not have a policy for. These included Ministerial Zoning Reviews, Type A, I-B, I-C, II-A, II-B, III and Type IV.

Prior to stopping for a break, Councilor McEwen inquired about appeals to LUBA and Councilor Kellogg confirmed the minimum appeal fee was $250.

Break: 7:45pm; Reconvene: 7:55pm

Jumping back in, Planner, Liam Bean shifted gears to share information and recommendations for specific applications, simply to create efficiency and ease during internal processing. These included identifying major vs. minor variances and site plan reviews, as well as lot line adjustments and final plat reviews. Proposed policy for new applications included middle housing land division and mandatory adjustments, both of which were already in effect by state law and trumped the City's code. Mandatory adjustments were only applicable to housing applicants, must be approved by a staff level decision when only 1 of 7 criteria were met, and since it sunsets in 2032, they would only be included in the City's code by reference, directing an applicant to the state statute.

Councilor Kellogg confirmed legal counsel would be reviewing the materials and was particularly interested in hearing from them on the DLCD take 1 vs take 2 options. Liam indicated he would follow whatever direction the Council chose and only suggested take 1 because it was a safe harbor, more conservative approach and could be held up in court. Councilor Guinan agreed with the Planner, noting it was already legislatively defined and since it was always changing and this was the established minimum, he felt it was the safest bet. Mayor Watkins agreed as well. Councilor Rossiter clarified the process from that point, to which Liam explained he would prepare a first draft and forward it to the City's legal counsel, after which he would prepare a second draft that would include any attorney edits/comments before bringing it forward through the public hearing process of both the Planning Commission and City Council, which required newspaper publication and specific notice to DLCD. Councilor McEwen complimented the Planners presentation and thorough information. All agreed and Liam was excused.

IV. **ACCOUNTS PAYABLE** – Councilor Rossiter moved to approve the accounts payable report with the additional invoices added, which the City Manager identified for the new Councilors. Councilor Steele seconded. All in favor: Ayes – 5, Opposed – 0. **APPROVED.**

V. **VISITORS** – None

VI. **ADJOURN** – Councilor Steele moved to adjourn, seconded by Councilor Rossiter. All were in favor and the meeting closed at 8:50pm.

MINUTES APPROVED this 11th day of December, 2025.

David Watkins, Mayor

ATTEST:

Sarah Cook, City Manager