

**Planning Commission**  
**Hearing Minutes**  
**Zoom**

**Wednesday, June 9, 2021**  
**6:00 p.m.**  
**Old City Hall, 205 W. Main St**

**Call to Order/ Roll Call 6:02 pm**

**Present:** Commissioner Michael Card, Councilor Liaison Steve Casaleggio, Commissioner Michael Schwartz, Vice Chair Brad Bennington, and Chair Mark Thomas

**Absent:** Commissioner Roger Thom

**Staff Present:** Planning Director Foster, City Planner Thompson, and Planning Technician Oliver

**Introductions and Review of Agenda:** *The Chair reversed the order of the agenda*

**Minutes:** January 13, & February 24, 2021

**Both meeting minutes stand approved as submitted**

**General Public Comment:** None

**b) Files # 2021-102 Performance Review**

**Address:** 120 East California Street

**Request:** To Expand the Office Space to the Second Floor

**Applicant:** STY LCC

**Public Hearing Opened:** 6:08 pm

**Planning Director, Ian Foster** presented his staff report for the record and answered questions of the Commissioners

**Chair Thomas**, for the record Commissioner Mike Card joined us at 6:10 pm via zoom, he has reviewed all of the staff documents, and heard the report given by Planning Director

**The Applicant:** *Micah Shanks 325 Gold Terrace, Jacksonville OR, 97530 agreed with the staff report, and had nothing more to add regarding the change of use, and thanked staff for a great report*

(No questions for the applicant)

**Public Comment:** *None*

**Rebuttal Testimony:** None

**Move to:** Close the public hearing

**Motion by:** Commissioner Card

**Seconded by:** Chair Mark Thomas

**Vote:** All Ayes, Public hearing is closed

**Vice Chair Bennington** asked staff if there was any reason to deny this application based on the staff report findings

**Planning Director Foster** “correct, staff see’s no reason to deny this application”

**Chair Thomas** asked for clarification regarding the ADA requirements and if anything needs to be addressed at this time

**Planning Director Foster** replied, “not at this time no”

**Move to:** Approve this Performance Review application with file number 2021-098 and adopt the findings of fact listed in the Staff and its conditions set forth in the staff report

**Motion By:** Vice Chair Bennington

**Seconded by:** Commissioner Card

*(No discussion on the motion)*

**Roll-Call Vote:** Commissioner Schwartz **Yes**

Commissioner Card **Yes**

Vice Chair Bennington **Yes**

Chair Mark Thomas **Yes**

a) **Files # 2021-098 Performance Review**

**Address: 650 N. 5th Street**

**Request: Request Approval to Operate a Short-Term Vacation Rental in the Newly Remodeled Structure Located at 650 N. Fifth Street**

**Applicants: Michael and Pamela Card**

**Public Hearing Opened:** 6:19pm

*Commissioner Mike Card recused himself from this hearing as he is the applicant*

**City Planner Zac Thompson** presented his staff report for the record and answered questions of the Commissioners

**Vice Chair Bennington** asked staff if there was any reason to deny this application

**City Planner Zac Thompson** answered that there is no reason to deny this application

**Chair Thomas** stated the staff report says the bicycle parking criteria is found in 18.17.100, but the bicycle parking requirements are found in 18.17.110 so staffs modified condition puts the bicycles parking in section 100 instead of 110

Looking closer at the Zoning Map, the Cards own another Short-Term vacation rental that is located in the Historic Core where the bicycle parking criteria is different and there are exemptions. This property is located in The General Commercial Zone so it will need to comply with covered bicycle parking outlined in 18.17.

*(no further questions for staff)*

**The Applicant:** Mike Card, 345 Paradise Ranch Road, Jacksonville OR 97530 thanked the Commission and staff and reminded the group that he currently runs a short-term vacation rental “The Ivy Cottage”. This cottage will be named Wisteria Cottage and will be just as nice. We will meet all conditions that staff has included, however, questioned the condition that requires covered bicycle parking, and requested that the condition be removed.

*(no further questions from Commissioners)*

**Public Comment:** *Loni Ellis, 180 North Oregon Street, Jacksonville, OR 97530 wanted clarification how an Airbnb is determined as it relates to the Historic Core, or out of the Historic Core because it seems that there is confusion. She has operated an Airbnb at the Plymale Cottage since 2012, and wanted to know the difference regarding the zones*

*This question was of the general nature and not specific to this application, so Chair Thomas encouraged her to look at the Zoning map which is found online. Depending on what zone you are in, there are different things allowed and disallowed. Chair Thomas encouraged her to go to the Planning Department with her questions.*

**Rebuttal Testimony:** None

**Move to:** Close the public hearing

**Motion by:** Commissioner Schwartz

**Seconded by:** Chair Mark Thomas

**Vote:** All Ayes, Public hearing is closed

**Move to:** *Adopt the findings of fact from the staff report dated June 1<sup>st</sup>, 2021 and direct staff to prepare a Final order of Approval for File number 2021-098, a request to operate a new Short-Term Vacation rental in the existing structure located at 650 North Fifth Street with the staff recommended conditions 1-4 on the screen, and modified in this evening's public hearing*

**Ian Foster Planning Director** *suggested that staff drop the "100" out of the conditions, and comply with the parking standards outlined in 18.17 which states All vehicle and bicycle parking shall comply with parking standards outlined in 18.17. As far as the sheltered bicycle parking if you look in chapter 17.32 of the ordinance it states that in the General Commercial zone, you don't have to provide a distinct sheltered parking facility. You can park your bike within the building.*

**Chair Thomas** *so condition #4 is modified to state that all vehicle and bicycle parking shall comply with the parking standards outlined in Chapter 18, section 17*

**Motion by:** Commissioner Schwartz

**Seconded by:** Vice Chair Bennington as clarified by the Planning Director

*(no discussion on the motion)*

**Roll-Call Vote:**

Commissioner Schwartz	Yes
Vice Chair Bennington	Yes
Chair Thomas	Yes

**Business from Commission and Staff:**

**Planning Director Report:** *The Code revision process is in full swing, and the group is making great headway. We will be moving the public hearings to the second-floor assembly room in New City Hall for our next hearing on June 30<sup>th</sup>, so mark your calendars.*

**City Council Liaison Report:** *We passed the 2021-2022 budget. The Fire Chief has done a great job finding us*

grant money. We are working through emergency planning and also working through titles 1-14 found in our City's municipal code.

**Chair Thomas** mentioned another State where they just released to the public their draft unified land use code revisions for a 60-day comment period all online! It took high priced consultants and big City Planners to accomplish such a task!

**Vice Chair Bennington** mentioned that the City of Medford is working on the Buildable Land Inventory, and that this City should re-visit that in the future

Adjourn: 6:55 pm



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Mark Thomas, Planning Commission Chair



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Diane Oliver, Building/Planning Technician

Date of Approval: 9.29.21