

Cave Junction City Council Meeting
AGENDA
Monday, April 22, 2024 - 7:00 p.m.

Public Comment and Public Hearing Testimony: This meeting allows for virtual or written public comment. If a community member has a barrier which prevents them from participating, they should contact City staff at cityofcj@cavenet.com or by calling 541 592-2156 **no less than three business days prior to the meeting start time** to make arrangements to participate. Comments and testimony are limited to three minutes. **ZOOM VIDEO SESSION: ID: 870 4757 0684 PASSWORD: 208612**

Council Members: Council Members Ethan Lane, Tina Casey Jones, Jean Ann Miles, and Jesse Dugas; Mayor Meadow Martell.

1. CONSENT AGENDA:
 - Minutes of previous meeting
 - Park Use Request – IV Chamber – Concerts in the Park – June 20th thru Aug 15th.
Request for use of amplified sound.
2. Public Comment
3. IGA with Josephine County for a Housing Rehabilitation Program, managed by Homebridging GP LLC
4.
 - a. Class C Variance – Pre-existing non-conforming streets for acceptance.
 - b. Comprehensive Plan Update & Zone Change – Burgundy Lane / Syrah Circle Subdivision – Legislative Hearing - 1st of 2 meetings. (Special meeting to conduct 2nd hearing on May 1st).
 - c. Application for Subdivision – Burgundy Lane Subdivision
5. Executive Session - ORS 192.660 (2)(b,f,h) {As/If Required}
6. COMMENTS:
 - a. City Recorder General Information:
 - b. Council Member Comments:
7. ADJOURNMENT

AMERICANS WITH DISABILITIES ACT NOTICE

Please contact the City Recorder's Office, Cave Junction City Hall, 222 Lister Street – PO Box 1396, Cave Junction, OR 97523 (Phone 541-592-4529) at least 72 hours prior to the scheduled meeting time if you need an accommodation. TDD users please call Oregon Telecommunications Relay Service at 1-800-735-2900.

The City Council will be conducting a City Council Meeting on MONDAY, 04/22/2024 at 7:00pm.

The meeting will be held at the City Hall Chambers located at 222 Lister Street, Cave Junction, Oregon

The meeting is also available to the public via a ZOOM platform.

ID: 870 4757 0684 Password: 208612

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Consent Agenda:

- **Minutes of Meeting**
- **Park Use Requests - IV Chamber of Commerce - Concerts in the Park - June 20th thru August 15th. Request for use of amplified sound.**

**CAVE JUNCTION CITY COUNCIL MEETING
MINUTES
April 08, 2024**

Council met in the Chamber at City Hall located at 222 Lister Street, Cave Junction.

ATTENDING MEMBERS: Mayor Meadow Martell, Councilors, Ethan Lane (via Zoom), Tina Casey Jones, Jean Ann Miles, and Jesse Dugas.

Meeting was available via ZOOM Video Platform: ID: 870 3983 1571 Password: 433812

The Mayor opened the meeting with the pledge of allegiance at 7:00PM.

The expected meeting protocol was briefed by the Mayor.

1. COUNCIL UPDATE PROVIDED BY PUBLIC WORKS:

Alex Ponder, PWD, briefly updated the council on activities by the public works crew. Work at the park is moving forward now that the weather has improved. They are preparing to receive the rubber surfacing in the extended portion of the playground; Harvey's Construction will return to install soil fill between the splash pad and pavilion, they will install the 4' fencing except the south side (so bollards can be installed by city crew), they will stain the concrete. The splash pad features are shipping on the 15th. Timber Mountain, the contractor working the new bulk water station will be back to install the power, concrete apron, and they will install the bulk water distribution system when it arrives in approximately 2 weeks. We need 10 good days of dry weather to install the roads. We are also on the downhill side of the Rockydale Road project. We are waiting for the pumps to arrive from the manufacturer. The control panel is almost completed and ready to be installed. Alex has obtained some quotes for a new roof on the front of city hall to resolve the leaking. It appears the cost will be between \$20,000 - \$30,000 just for the front roof. The public works crew does an annual maintenance project on its equipment and vehicles. This project was wrapped up last week. Alex reminded Council and the public that green waste recycling is available at the wastewater plant on Fridays, 10:00 – 2:00pm. This is a program available for all city residents. The public is encouraged to bring their burnable materials so that the city can conduct one hot burn to reduce smoke. The 25-year-old water plant generator needs a new radiator – it has been ordered.

Councilor Miles asked what SDC stands for: Streets, Distribution & Collections

Councilor Dugas asked about the bids for the new roof. Was that asphalt or metal roofing. Two are metal and the other is conventional. Alex added that one challenge is the roof has not been properly vented so it gets extremely hot, which is hard on the roof.

Councilor Jones asked about the permitting required for the green waste recycling. Permits are free and are available at City Hall.

2. CONSENT AGENDA:

Minutes of Previous Meeting

Planning Updates

Park Use Requested(s): Siskiyou Community Health Center requested use of the park and amplified sound for the Children's Fair and Pet Parade on May 4th, 2024.

Councilor Jones made a motion to approve the consent agenda.

Councilor Miles 2nd the motion.

Discussion: None

Called to Vote: Councilor Lane – aye; Councilor Jones – aye; Councilor Miles – aye; Councilor Dugas – aye; Mayor Martell – aye.

Motion to approve consent agenda passes 5-0.

3. COUNCIL LIAISON REPORTS

Teresa Stover, IV Library Renovation Project:

Teresa had provided a written update for the packet. Great news – after two years of reporting, construction has started on March 25th. Things are moving quickly. Security fencing, trailers, signage, demolition, site prep, interior works and more are in progress. The schedule is aggressive and their estimated time for completion is August 6th. We have found asbestos to be more extensive than originally determined. A proposal has been submitted to the Solid Waste Agency for funding asbestos abatement. We hold weekly owner/contractor meetings on site. The environmental assessment went through its public review time period which allow the construction contract to be signed. A press release about the ground-breaking and start of construction was released last Friday (a copy in the packet).

Councilor Lane: Things have been quiet but busy at work. Ethan appreciated being a part of the ground breaking ceremony at the library. He is attending his regular meetings with the CEDC, IVFD, IV Chamber.

Councilor Jones: Attended the Parks & Rec Meeting on Thursday where there was discussion about the splash pad opening – it is hoped it will coincide with the end of the school year this year. At the meeting, Dick Fowler attended. Dick is a member of the Josephine County Park & Rec Foundation and we are hoping to work with this organization to assist in future funding opportunities.

Councilor Miles: Attended the Solid Waste Agency meeting – there will be a “Tire Take Back” event at the Merlin Transfer Station on April 20th. They will accept 4 vehicle tires for free and additional tires at a discounted rate. She attended the CEDC, IV Chamber of Commerce meetings and the Library meetings.

Councilor Dugas: nothing to report right now.

Mayor Martell: Attended the Easter Egg Hunt at Jubilee Park, sponsored by the Lions Club. It was nice to see the park so filled with smiling faces. This is a really good thing that the community does.

4. PUBLIC COMMENT

No written public comments were received.

No public comment

5. Intergovernmental Agreement City/County Solid Waste Agency

The Solid Waste Agency has decided to modify their IGA and seeks to have Cave Junction's approval and signature on the new agreement.

*Councilor Miles made a motion to approve the IGA with the Solid Waste Agency.
Councilor Jones 2nd the motion.*

Discussion: None

Called to Vote: Councilor Lane – aye; Councilor Jones – aye; Councilor Miles – aye; Councilor Dugas – aye; Mayor Martell – aye.

Motion to approve the Solid Waste Agency's IGA passes 5-0.

6. Letter of Support for Boys N Girls Club in their efforts to purchase a 15 passenger van.

*Councilor Miles made a motion to approve a letter of support for the Boys N Girls Club.
Councilor Lane 2nd the motion.*

Discussion:

Councilor Jones has questions about the content of the letter.

Councilor Miles is very supportive and appreciates that the van could be used in case of an emergency evacuation scenario.

Called to Vote: Councilor Lane – aye; Councilor Jones – aye; Councilor Miles – aye; Councilor Dugas – aye; Mayor Martell – aye.

Motion to approve a letter of support passes 5-0.

7. Resolution 981 – Declaring 329 S. Kerby Ave., a nuisance

The City Recorder read Resolution 981 in full and by title.

Councilor Lane made a motion to approve Resolution 981 declaring 329 S. Kerby Avenue a nuisance.

Councilor Dugas 2nd the motion.

Discussion: None

Called to Vote: Councilor Lane – aye; Councilor Jones – aye; Councilor Miles – aye; Councilor Dugas – aye; Mayor Martell – aye.

Motion to approve Resolution 981 passes 5-0.

**8. Land Partition – Quasi-judicial – 101 W. Hanby
(Copy of written procedures for this hearing attached for reference.)**

The Mayor suspended the council meeting and opened the public hearing.

Introduction & legal matters were covered by the Mayor.

This was a public hearing to hear a request for land partition submitted by Property known as 101 Hanby Lane, Assessor's Map 39-08-16-DB Tax Lot 121.

- a. Burden of Proof were read out loud by the Mayor.
- b. Conflicts of Interest – None
- c. Ex Parte Contacts – Councilors Lane, Miles, Dugas and the Mayor stated they drive by this property frequently.
- d. Challenges to Planning Commission's jurisdiction – None
- e. Challenges to impartiality of any member of the Planning Commission – None

Staff Report provided by Rowan Fairfield, RVCOG Contract Planner

(Copy of staff report attached to these minutes for reference.)

Applicants Presentation: Lani Hickey, Rhine-cross Group, Engineering, Klamath Falls, Oregon, representing Dale Hurst, HRP LLC stated that the staff report provided was very comprehensive. This is a relatively straight forward proposal.

Councilor Lane asked if the sign that had previously been approved for the Lil' Pantry resides on this property or is closer to golf course. – The city sign will sit on the city's property on the other side of Golf Club Drive closer to the golf course.

Public Testimony

Public comment provided in support of this project: None

Public comment provided in opposition to this project: None

Question of Staff - none

The Mayor closed the Public Hearing and re-opened the Council Meeting.

Councilor Miles made a motion to approve the request for land partition for 101 Hanby, with conditions 1 through 13 as recommended by staff.

Councilor Jones 2nd the motion.

Discussion: none

Called to Vote: Councilor Lane – aye; Councilor Jones – aye; Councilor Miles – aye; Councilor Dugas – aye; Mayor Martell – aye.

Motion to approve land partition at 101 W. Hanby w/condition 1 – 13 stated on the provided staff report passes 5-0.

6. **Executive Session – ORS 192.660 (2)(b,f,h) {As/If Required}**

7. **COMMENTS:**

City Recorder:

The next City Council meeting will be April 22, 2024.

Councilor Lane:

Councilor Jones:

Councilor Miles:

Councilor Dugas: Was happy to witness the Little League opening ceremonies last weekend. Games kick off tomorrow. There is also a very important high school game tomorrow as well.

Mayor Martell:

8. **ADJOURNMENT:** Meeting adjourned at 7:50PM

Signed: _____
MEADOW MARTELL, Mayor

Attest: _____
REBECCA PATTON, Recorder

CITY OF CAVE JUNCTION

222 W. Lister St., Cave Junction, OR 97523

(541) 592-2156

TYPE III STAFF REPORT FOR LAND PARTITION

Date: April 1, 2024
Address: 101 W Hanby Lane
Applicant: HRP LLC
Owner: HRP LLC
Agent: Rhine-Cross Group LLC
Assessor's Map: 39-08-16DB Tax Lot 121
Planning File: LP-414-2024

Planning Commission Public Hearing Date: April 8, 2024

1.0 PROPOSAL

To partition a commercial lot into two new parcels.

1.1 Attachments

1. Location map
2. Aerial photo

2.0 AUTHORITY

Tentative partition plans are reviewed with a Type III procedure, per §17.14.030.

Land divisions are reviewed through a two-step process. For a partition (which divides land into two or three parcels), the tentative plan is reviewed with a Type III (quasi-judicial) procedure, per the City's Code of Ordinances §17.14.030. The Type III procedure is described in §17.14.060.

If the tentative plan is approved, then the final plat is reviewed with a Type I (ministerial) procedure, which is described in §17.14.040. Approval of the final plat is based on conformity with the tentative plat and completion of any conditions of approval, per §15.20.060.

Land partitions shall meet the approval criteria in §15.20.040.

The Planning Commission shall approve, approve with conditions, or deny the tentative plan based on these criteria.

3.0 PROCEDURE and TIMELINE

- 3.1 **Submittal:** The applicant submitted their application on 1/13/2024, and it was deemed complete by city staff on 2/14/2024.
- 3.2 **Notice:** On 3/19/2024, the property owners, neighbors within 300 feet, relevant government agencies, and other invested parties were mailed notice of this application and public hearing, as required by § 17.14.060. On 3/27/2024, public notice was published in the Illinois Valley News.
- 3.3 **Hearing:** The public hearing will be held on 4/8/2024, which is at least twenty (20) days after the mailed notice and ten (10) days after the published notice, as required by §17.14.060.
- 3.4 **Appeal:** A Type III decision is made by the Planning Commission, and therefore may be appealed to the City Council, no later than 14 calendar days after the decision has been made. Appeals shall be processed in accordance with §17.14.050 (G).

4.0 PROPERTY CHARACTERISTICS

4.1 Zoning:

4.1.1 Current Zoning: Commercial (C)

4.1.2 Comprehensive Plan: Commercial

4.2 **Size:** 3.48 acres

4.3 **Access:** From Hanby Lane to the south. New parcel will be accessed from Cottage Park Drive to the north.

4.4 **Frontage:** On all sides. Cottage Park Drive, US 199, Hanby Lane, Green Valley Drive.

4.5 Previous Land Use Actions:

Parcel was created with Laurel Pines Subdivision (Phase 1) in 2006. Site Plan Review for Lil Pantry gas station and store, approved in 2021.

4.6 Current Land Use:

Commercial on south portion, north portion not developed.

4.7 Neighboring Land Uses:

Commercial uses along US 199, Single-Family Residential to the west.

5.0 CRITERIA FOR APPROVAL

Per §15.20.040, the review authority shall approve, approve with conditions, or deny the request for a land partition using the following criteria:

5.1 *The plan conforms to the parcel dimension standards;*

Staff Response: Satisfied

Parcel 1 will be 1.76 acres, Parcel 2 will be 1.70 acres, and the width of both parcels exceed the minimum dimension of 45 feet.

5.2 *When required, the proposed future development plan allows the properties to be efficiently further developed, in accordance with requirements for typical permitted uses in the applicable zone and comprehensive plan district, and in conjunction with other development in the neighborhood;*

Staff Response: Satisfied

The Commercial zone has no minimum lot size, no maximum lot coverage, and the widest variety of allowed uses, so any future development plan is difficult to evaluate.

One cross-access easement is proposed, 28 feet wide, for the benefit of both parcels. This easement enables more development on Parcel 2, as buildings can be constructed on either side and deeper within the parcel.

Any further division of the land would require each parcel to abut a street. Both parcels will have frontage on 3 sides, so that should not be difficult. Any future access would be from the street with a lower classification, e.g. from Green Valley Drive or Cottage Park Drive, not from US 199. The sloped terrain along the western property line inhibits access from Green Valley Drive. Staff finds that any future division would probably use the cross-access easement, and such a division would need to be approved by City Council, per §17.12.070 Access.

Staff recommends that, as a condition of approval, the cross-access easement on Parcel 2 shall be paved with a durable and dust-free surfacing of asphalt, concrete, or other approved materials before it is open to general vehicle access. Per §16.20.100 (B) Access, "the city may require changes to the proposed configuration and design of an approach, including the number of drive aisles or lanes, surfacing, traffic-calming features, allowable turning movements, and other changes or mitigation, to ensure traffic safety and operations."

Overall, staff finds that a future development plan is not necessary for this partition.

5.3 *The proposed street layout, if any, conforms to the adopted street plan requirements and other applicable laws and best balances the needs for economy, safety, efficiency, and environmental compatibility;*

Staff Response: Not applicable

No new streets proposed.

- 5.4 *The proposed utility plan conforms to the requirements of the adopted utility plan and other applicable laws and best balances the needs for economy, safety, efficiency, and environmental compatibility;*

Staff Response: Satisfied with Conditions

The applicant states that there is no proposed utility plan, and a utility plan will be submitted upon development of Parcel 2.

§16.20.190 of CJMC requires that each building site created through a partition be served improvements equivalent to those required by a subdivision development. Such improvements shall be installed in accordance with CJMC Chapter 16.24 "Improvement Procedures".

The required improvements are listed in §16.20.160, to be installed at the time of land division and at the developer's expense, and are addressed below:

Streets

No new streets are proposed.

Surface Drainage and/or Storm Sewer System

The terrain is gently sloping on both parcels, and they are upslope of all neighbors. Storm water generated on the property drains to all sides. There is a 20-foot permanent easement for drainage, slopes, and utility lines along US 199 for both parcels, and a 10-foot public utility easement along the other streets.

The only storm drain and piping along this portion of the properties is located at the northwest corner of the property, at the intersection of Cottage Park Drive and Green Valley Drive. From this intersection there is a curb inlet catch basin appx. 25' east on Cottage Park, and a catch basin appx. 15' south on Green Valley Drive. There is a storm water ditch along Highway 199 as well.

* It is not clear if the applicant plans to grade Parcel 2. If so, as a condition of approval, a grading plan and storm water calculations shall be submitted for approval by Public Works or the City Engineer. If not, then grading/stormwater plans can wait until Parcel 2 is developed.

Also, Oregon's DEQ will require a National Pollutant Discharge Elimination System ("NPDES") permit for grading or other construction activities that disturb an acre or more.

Sanitary Sewers

The applicant states that city sewer is pre-existing.

There is no sewer main located along Cottage Park Drive. There is sewer located on Green Valley Drive, it begins approximately 290' south from the intersection of Cottage Park Drive and Green Valley Drive and runs north down Green Valley Dr until it T's into Golf Club Drive.

Water System

The applicant states that city water is pre-existing.

Water Lines: Water service is available along Hanby Lane and Green Valley Drive with an 8" PVC pipeline and along US 199 with a 10" inch PVC pipeline. There is an 8" waterline that runs

the length of Cottage Park Drive. The plans also show an 8" stub out in the driveway approach off of Cottage Park Drive, which may go to the property line. The applicant shall bear the costs for a water main connection.

Fire Hydrants: Figure 6.4.4-1 of Cave Junction's Water System Master Plan shows the fire hydrants installed as of 2013 (they may be more since then). The property is covered by existing fire hydrants, except for a strip on the northwest corner along US 199.

Sidewalks, Curbs, and Gutters

The 3 local streets (Hanby, Green Valley, and Cottage Park) have curbs and gutters but no sidewalks. US 199 is separated from the property by a guardrail. Sidewalks on US 199 begin at the Dollar General site just south of Hanby. Staff recommends that sidewalks be installed on the frontage of the 3 local streets and a sidewalk be installed along (but not directly abutting) US 199 – it is critical to safety that the sidewalk along US 199 be physically separated from auto traffic, so any new sidewalk should be inside the guardrail and/or separated with a landscape strip (as seen at the Dollar General property).

Permits will be required from Oregon Department of Transportation for improvements or temporary encroachments on US 199.

Streetlights

No new streetlights are proposed.

As a condition of approval, the applicant shall submit a utility plan. The Public Works department or City Engineer shall provide comment regarding the best course of action to provide adequate water and sewer service to Parcel 2, and the applicant shall bear the costs of extension, connection, or other improvement approved by Public Works/City Engineer.

As a condition of approval, the applicant shall install all required improvements before the approval of the final plat.

As a condition of approval, new utilities including but not limited to electrical lines, communication, cable television, and street lighting, shall be placed underground, per §16.20.180.

- 5.5** *The tentative plan allows for the preservation of significant natural or historic features of the property;*

Staff Response: Not Applicable

Staff consulted the Oregon Historic Sites Map (hosted by the State Historic Preservation Office) and the Statewide Wetlands Inventory (hosted by the Department of State Lands) and found no significant natural or historic features.

- 5.6** *The plan complies with applicable portions of the comprehensive plan, this code, and state and federal laws;*

Staff Response: Satisfied

The plan appears to comply with the Comprehensive Plan, state and federal laws, and the Municipal Code, except those issues addressed above with a condition of approval.

6.0 TESTIMONY

No comments have been received as of 4/1/2024. Comments are accepted up to and during the public hearing.

7.0 CONCLUSION

Staff recommends **approval with conditions**.

8.0 CONDITIONS OF APPROVAL

Staff recommends the following conditions of approval.

The following must be completed prior to proceeding:

1. The applicant shall submit a utility plan that shows the water and sewer mains, laterals, and new connections, to be approved by Public Works or the City Engineer.

The following must occur prior to construction activities:

2. Apply for and comply with all permits required for any work conducted in the Oregon Department of Transportation right-of-way (U.S. 199).
3. All improvements shall be installed in accordance with CJMC Chapter 16.24 *Improvement Procedures*.
4. Utilities including but not limited to electrical lines, communication, cable television, and street lighting, shall be placed underground, per §16.20.180 *Subdivision improvements*.
5. A grading plan and storm water calculations shall be submitted for approval by Public Works or the City Engineer for any grading, cutting, or filling on the property.
6. Applicants shall apply to Oregon DEQ for a National Pollutant Discharge Elimination System ("NPDES") permit for grading or other construction activities that disturb an acre or more.

The following must occur prior to Final Plat approval:

7. The applicant shall make all required improvements.
8. All frontage shall be brought to full compliance with the City's local street standards to include: curb, gutter, sidewalk, and street lights installed in coordination with Pacific Power and the City.
9. Submit the final plat within one year after approval of a tentative plan. The final plat must meet all conditions of the tentative plan approval, be prepared by a licensed surveyor, and be consistent with CJMC §15.20.060 through §15.20.090.
10. A 10-foot wide public utility easement shall be shown on the final plat adjacent to all public rights-of-way.

11. The reciprocal cross-access easement shall be shown on the final plat, per §15.04.100 *Reciprocal easements*.
12. The reciprocal cross-access easement on Parcel 2 shall be paved with durable and dust-free surfacing of asphalt, concrete, or other approved materials before it is open to general vehicle access.
13. Apply with City Recorder for assigning addresses for new lots.

Respectfully submitted on April 1, 2024,

A handwritten signature in black ink, appearing to read 'Rowan Fairfield', written in a cursive style.

Rowan Fairfield, Contract City Planner

City of Cave Junction
QUASI-JUDICIAL HEARING
101 W Hanby – Land Partition

1. INTRODUCTION

Council will now act as Planning Commission.

This public hearing is regarding a land partition request application submitted by HRP LLC. The property is 101 W. Hanby, Assessor's Map 39-08-16-DB Tax Lot 121. This hearing is a quasi-judicial hearing.

The hearing will proceed as follows: After the preliminary legal matters, staff will make a presentation, followed by the applicant. Citizens who wish to address the issue will be given the opportunity.

Finally there will be time for rebuttal by the applicant. The applicant will have 15 minutes initially, plus ten minutes for rebuttal.

Any members of the audience that wish to speak must complete a yellow card and please note on the card "Agenda Item 5 – Public Hearing". The Planning Commission members may ask questions of the applicant, staff, or anyone else who testifies.

2. LEGAL MATTERS

a. Burden of Proof, Criteria and Appeal Rights

The applicant has the burden of proving that the application is consistent with the City of Cave Junction's Development Code, Comprehensive Plan, and any applicable Municipal Code provision.

The City Council is acting as Planning Commission. Any testimony, argument, or evidence that speakers provide must be directed at the criteria set forth in the upcoming staff report or at some other criteria in the code or comprehensive plan which you believe should apply to this decision.

If your testimony would be repetitious, but you would like the opportunity to appeal the decision, you must provide your name, address and phone number on a yellow card and provide said card to the City Recorder. Only those who have appeared before this Planning Commission, in person or in writing, will have standing to appeal this item.

Prior to the conclusion of this public hearing, the applicant, or anyone who takes part in the hearing, may request a continuance, or ask that the record be left open to present additional information. If there is such a request, the Planning Commission will either

continue the public hearing to a date certain or leave the record open for at least seven days for additional written evidence, argument, or testimony.

Failure to raise an issue accompanied by statements or evidence sufficient to allow the Planning Commission and the parties an opportunity to respond to the issue precludes appeal to the Land Use Board of Appeals based on that issue.

b. Conflicts of Interest

Do any members of the Council wish to declare a potential or actual conflict of interest or bias?

c. Ex Parte Contacts

Do any members of the Council wish to report any site visits or *ex parte* contacts?

d. Challenges to Planning Commission's Jurisdiction

Does any member of the audience wish to challenge the jurisdiction of the Council to act as Planning Commission to hear this matter?

e. Challenges to impartiality of any member of the Planning Commission

Does any member of the audience wish to challenge the impartiality or *ex parte* disclosures of any member of the Council/Planning Commission?

That concludes the legal matters.

3. STAFF REPORT AND PRESENTATION

Rowan Fairfield, Contract Planner w/RVCOG will present the staff report.

4. APPLICANT'S PRESENTATION

The Applicant may now provide their presentation and has 15 minutes to complete the presentation.

5. PUBLIC TESTIMONY

I will now open the hearing for public comment.

If you wish to testify during this hearing, you must provide a completed yellow card to the City Recorder and include your name, phone number and mailing address. You will be called on and then be allowed 3 minutes to speak. Any written materials you would like to present to the Planning Commission will need to be provided to the City Recorder at this time.

- Let's begin with speakers speaking in support of this land partition.
- Now I will open the floor for speakers wishing to speak in opposition to this land partition..

6. REBUTTAL BY APPLICANT

Does the applicant wish to respond? Applicant is allowed 10 minutes to rebut.

7. QUESTIONS OF STAFF

Does the staff have any further comments or need clarification regarding this application?

Does any member of the planning commission have any questions for the staff or the applicant?



Today's Date: 04/08/2024

City of Cave Junction
PO Box 1396 – 222 W. Lister Street
Cave Junction, OR 97523

Subject: AGENDA REQUEST

Topic: 2024 IVCoC Concerts in the Park series

Time needed for presentation/discussion: _____

Date you wish to address Council: _____

Will you be providing documents for Council's review? _____

Will your presentation include a power point? _____

- Date you are placed on the agenda may be effected by the date of your event/topic, the time requested for your presentation, and the current size of the agenda. You will be notified of the agenda date your topic has been placed on if different than what you have requested.
- Provide one (1) full set of any supporting documents five (5) business days before the council meeting. Supporting documents need to be added to the agenda packet and will be provided to Council for review before the Council meeting.

Provide a summary of what you will be discussing with Council:

The IVCoC would like to hold Concerts in the Park at Jubilee Park on the following Thursdays: June 20th & 27th, July 11th, 18th & 25th, August 1st, 8th, & 15th; set up from 3pm-4pm, Concert 4pm-8pm, strike complete by 9pm

Specify the action you wish Council to take:

- Proclamation (please provide sample)
- Letter of Support
- Information Only – No Action required
- Council Approval
- Other.

If other briefly explain:

Jubilee Park use & amplified sound

Submitted by: Megan Pugh, IV Chamber of Commerce
 Street Address: 201 Caves Hwy. C.J. OR 97523
 Mailing Address: same as above
 Telephone No.: 541.592.3326

PUBLIC COMMENTS

Citizens will be given an opportunity to speak during the meeting for public comment.

Each speaker will be allowed 3 minutes to share their comments. Speakers are allowed one opportunity only to speak during public comment.

Comments can also be emailed to cjrecorder@cityofcj.com or can be submitted through the city's website at cavejunctionoregon.us.

It is suggested that citizens who wish to submit written comments call (541) 592-2156 to confirm the Recorder's receipt of their written comments.

Written comments must be received by the City Recorder no later than 5 days before the council meeting and will be made a part of the permanent record.

IGA with Josephine County for a Housing Rehabilitation Program, managed by Homebridging GP LLC

Intergovernmental Agreement in Support of a Community Development Block Grant
From the 2024 Community Development Block Grant Program
Administered by the Oregon Business Development Department, Infrastructure Finance Authority

Agreement Title: Housing Repair and Rehabilitation Program for Josephine County

Agreement Date: The agreement date shall be the date of the last signature on this agreement.

Signatory Parties: Josephine County, City of Cave Junction

Agreement: The above signatory parties agree to jointly sponson a Housing Rehabilitation Program provided through a Community Development Block Grant (CDBG), Administered by the Oregon Business Development Department, Infrastructure Finance Authority and recognize Josephine County as the Lead Agency that will be responsible for applying, receiving, and administering the CDBG award.

Grant Activity: The purpose of the proposed CDBG is to manage a housing rehabilitation grant program to provide assistance to low-income homeowners to repair their homes.

Constraints: One hundred percent (100%) of the benefitted owner-occupied household occupants must have incomes that are below the federal low- and moderate-income limits and eighty percent (80%) of the area median family income as adjusted by family size.

Only persons who reside within the boundaries set by the cities and unincorporated/non-entitlement county areas of the signatory parties are to receive the housing rehabilitation funding.

Homebridging GP LLC will enter into a sub-recipient agreement with the Lead Agency to manage the housing rehabilitation program.

Counterparts: This agreement may be signed in counterparts and each counterpart will be deemed an original. Copies of all signatures will be provided as part of the grant application and to each signatory.

So Agreed:

CITY OF CAVE JUNCTION

JOSEPHINE COUNTY BOARD OF COMMISSIONERS

By: Meadow Martell, Mayor

John West, Chair

Date: _____

Herman E. Baertschiger, Jr., Vice-Chair

Daniel E. DeYoung, Commissioner

Date: _____