

**MEETING MINUTES**  
**Benton County Planning Commission**  
**February 4, 2025**  
**6:00-8:00 P.M.**

**I. CALL TO ORDER | ROLL CALL**

Benton County Planning Commission Chair Fowler called the meeting to order at 6:04 P.M. The meeting was open to the public virtually via a published Zoom link. Chair Fowler confirmed a full quorum of the Commission.

**Benton County Planning Commissioners**

Nick Fowler, Chair  
Greg Hamann, Vice Chair  
Catherine Biscoe (virtual)  
Sara Cash (virtual)  
Ed Fulford  
Evelyn Lee (virtual)  
Andrew Struthers (virtual)  
John Wilson (absent)

**Benton County Staff**

Petra Schuetz, Interim Director and Planning Official  
Shannon Bush, Program Coordinator  
Bailey Payne, Sustainability  
Amanda Makepeace, Recorder

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**II. APPROVE MINUTES FROM JANUARY 21, 2025**

(@0:04:19) Commissioner Fulford moved to approve the Minutes; Commissioner Hamman seconded. The **motion passed, 7-0.**

**III. GOAL-SETTING AND PRIORITIES**

This item was not heard due to time and technology constraints

**IV. PROJECT UPDATES**

This item was not heard due to time and technology constraints.

**V. PLANNING COMMISSIONER | STAFF UPDATES**

**A. DISPOSAL SITE ADVISORY COMMITTEE UPDATES ON SOLID WASTE INITIATIVES**

(@0:06:04) Bailey Payne presented on the history and current state of Coffin Butte Landfill, highlighting its operation since the 1940s, expansion, increased waste intake from counties like Marion and McMinnville, declining recycling rates, and potential closure by 2039. Payne discussed the landfill's role as a regional facility and the significant impact its closure would have on waste management in Oregon. Discussion addressed the need for expert testimony on

Benton County will make reasonable accommodations for all alterable participants. Please notify [Amanda.Makepeace@bentoncounty.gov](mailto:Amanda.Makepeace@bentoncounty.gov) 72 hours before the meeting. All Planning Commission meetings are recorded and retained as required by ORS 166-200-0235.

RCRA, handling of *ex parte* contact, and the importance of a comprehensive record for the upcoming Coffin Butte application hearing.

## **B. PLANNING COMMISSION VACANCY**

(@1:32:05) Schuetz made a formal request to advertise for the current Planning Commission vacancy to the Board of Commissioners Office, which is now handling committee recruitments.

## **C. SUBCOMMITTEE DISCUSSION FOLLOW-UP**

This item was not heard due to time and technology constraints.

## **VI. QUESTION & ANSWER SESSION**

### **A. BENTON COUNTY COMPREHENSIVE PLAN OUTREACH TRAINING HELD JANUARY 30, 2025**

(@0:40:41) Bush outlined the project timeline, aiming for completion by the end of June, and shared key exhibit documents, including the DLCDC Technical Advisory Grant, the Cascadia Partners contract, and the Inclusive Outreach Plan. Bush discussed revised maps highlighting hard-to-reach areas, a menu of outreach options, and proposed an ambassador strategy through Community Advisory Committees (CACs) to enhance public engagement. Bush emphasized focusing on unincorporated Benton County due to resource limits, coordinating with other planning efforts, and prioritizing diverse community input. Planning Commissioners were tasked with reviewing outreach materials, selecting CAC areas to support, and preparing for an upcoming online survey launch.

### **EXHIBITS**

- 1- DLCDC TA Grant 2024 - executed contract
- 2- Signed Contract 504099 CASCADIA PARTNERS COMPREHENSIVE PLANNING SERVICE (2325-CD)
- 3- BCCP\_Inclusive Outreach Plan\_DRAFT\_12.13.24
- 4- Benton Hard to Reach - Access
- 5- Benton Hard to Reach - History
- 6- Benton Hard to Reach - Barriers
- 7- BCCP-PC-led engagement activity table\_10.31.24
- 8- MAP - County Advisory Committees and Census Tracts\_02-04-25

## **VII. ADJOURN**

(@01:35:15) The next meeting date will be March 4, 2025, at 6:00 P.M.

Chair Fowler adjourned the meeting at 7:37 P.M.