

---

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

Zoom recording:

[https://zoom.us/rec/play/7x\\_zuNK6fAqOc8maxryqGZrpcnn89NTsa382nGlz7Z4b88PeTbD6Gw8nFAwTLe7cVXzWNEgIPy7qkkFy.eMBhMGL2IIs1WmPq?autoplay=true&startTime=1741138453000](https://zoom.us/rec/play/7x_zuNK6fAqOc8maxryqGZrpcnn89NTsa382nGlz7Z4b88PeTbD6Gw8nFAwTLe7cVXzWNEgIPy7qkkFy.eMBhMGL2IIs1WmPq?autoplay=true&startTime=1741138453000)

---

**I. CALL TO ORDER | ROLL CALL @00:01:47**

Benton County Planning Commission Chair Fowler called the meeting to order at 6:01 P.M. The meeting was open to the public virtually via a published Zoom link. Chair Fowler confirmed a quorum of the Commission.

**Benton County Planning Commissioners**

Nick Fowler, Chair  
Greg Hamann, Vice Chair  
Catherine Biscoe (virtual)  
Sara Cash, absent  
Ed Fulford  
Evelyn Lee  
Andrew Struthers, absent  
John Wilson (virtual, joined at 7 pm)

**Benton County Staff**

Petra Schuetz, Interim Director and Planning Official  
Amanda Makepeace, Recorder

**II. APPROVE MINUTES FROM February 4, 2025 @00:03:06**

Hamman moved to approve the February Minutes; Fulford seconded. The **motion passed, 5-0.**

**III. WORK SESSION – PLANNING COMMISSION 2025 PRIORITIES\* @00:05:15**

The Planning Commission agreed to modify its priorities by removing telecom planning and countywide communications. Discussion confirmed emphasis on housing affordability and availability, Comprehensive Plan updates, and code revisions. There was interest in supporting solid waste and environmental planning efforts, contingent on direction from the Board of Commissioners (BOC). Finally, while the Planning Commission does not need to mirror the BOC's goals exactly, it was emphasized that alignment and input based on community needs are important.

\*Exhibit 1 - Planning Commission Priorities - updated 03.04.25 8 pm

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.

**IV. WORK SESSION – DISCUSSION ON PROCESS FOR PUBLIC HEARING: LU-24-027  
CONDITIONAL USE PERMIT FOR REPUBLIC SERVICES’ APPLICATION FOR COFFIN BUTTE  
LANDFILL @00:43:06**

Several actions were noted:

1. Makepeace to add a sentence to the planning commission script asking if anyone wishes to challenge the objectivity of any member of the planning commission.
2. Makepeace and Schuetz to determine process to sign up to offer testimony and how to manage multiple evenings of public testimony sign-ups.
3. Makepeace to explore options for displaying a large countdown clock visible to public speakers.
4. Makepeace to arrange for an overflow room with a virtual option to watch proceedings if needed.
5. Planning Commissioners to email Schuetz with any information they want incorporated into the record or questions they want addressed in the staff report.
6. Wilson to check with the Adair city attorney about potential conflicts of interest related to the Republic Services application.

**V. PLANNING COMMISSIONER | STAFF UPDATES @01:55:44**

The first event for the comprehensive plan update community outreach is set for March 17, 2025, and the group discussed beginning promotion immediately. It was noted that the website for the Comprehensive Plan went live the prior weekend, though engagement dates are still being finalized. Biscoe requested a shareable documents version of engagement dates and tools to help distribute information through broader networks, which Community Development confirmed would be available soon. Staff mentioned they are coordinating with the Public Information Officer and using various promotional tools such as Canva, hard copies, and digital content to support outreach. Schuetz to inform Bush about creating a shareable document with engagement dates for all areas for the Comprehensive Plan update.

**VI. NEXT MEETING @01:59:06**

The April 1, 2025 Planning Commission Work Session was removed from the calendar per Chair Fowler. The next meeting was tentatively scheduled for April 15, 2025; it was later confirmed Day 1 of the Public Hearing would be April 29, 2025.

**VII. ADJOURN @02:01:02**

Adjourned at 8:00 pm