
AGENDA

Benton County Planning Commission

January 20, 2025

6:00-8:00 P.M.

Kalapuya Building, 4500 SW Research Way, Corvallis

1st floor Meeting Room

[Join Virtually with this link](#)

Meeting ID: 873 7032 5923

Passcode: 905551

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| I. CALL TO ORDER ROLL CALL | Chair Fowler |
| II. MINUTES
Approval December 16, 2025 | Chair Fowler |
| III. ITEM
1. Election for 2026 Officers

2. Discussion: GOAL 1: Citizen Involvement Committees

3. Comprehensive Plan Update | Chair Fowler |
| IV. PLANNING COMMISSIONER STAFF UPDATES | Chair Fowler |
| V. ADJOURN
Next Meeting: TBD | Chair Fowler |

ATTACHMENTS

- A. Draft December 16, 2025, Minutes
- B. Benton County Planning Commission Bylaws

MEETING MINUTES
Benton County Planning Commission
December 16, 2025 Work Session
6:00-8:00 P.M.

I. CALL TO ORDER | ROLL CALL

Benton County Planning Commission Chair Fowler called the meeting to order at 6:01 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
Sara Cash (virtual)
Ed Fulford
Evelyn Lee
Andrew Struthers
John Wilson

Benton County Staff

Petra Schuetz, Planning Director
James Wright, Associate Planner
Meg Reehoorn, Recorder

II. APPROVE MINUTES FROM October 7, 2025

Commissioners reviewed the draft minutes from the October 7, 2025, meeting.

ACTION: Motion by Commissioner Struthers, seconded by Commissioner Wilson, to approve October 7, 2025, minutes with amendment to remove the Planning Commissioner and Staff Updates section that did not occur.

Motion Carried by voice vote

Commissioners briefly discussed general concerns regarding the accuracy, completeness, and consistency of written minutes and noted interest in a future agenda item to review minute standards in relation to Benton County Policy. Chair Fowler reminded Commission that the structure of minutes is an administrative County policy.

III. LU-25-054 – TEXT AMENDMENTS TO CHAPTER 91: MOBILE FOOD UNITS

James Wright, Associate Planner, presented proposed text amendments to add Sections 91.570–91.575 to the Benton County Development Code to establish a regulatory pathway for temporary mobile food units (MFUs) in specified commercial and industrial zones. The proposal was initiated at the direction of the Board of Commissioners and developed through interdepartmental coordination, including Fire, Environmental Health, Public Works, and County Counsel.

Key elements of the proposal included:

- Limiting MFUs to temporary use (up to 18 events per calendar year, each event not exceeding 72 hours).
- Allowing no more than two MFUs per event.
- Requiring property owners to be the applicants and responsible for compliance.
- Requiring MFUs to hold valid fire authority operational permits and Environmental Health approvals.
- Requiring site plans addressing setbacks, parking, access, and safety.

Commissioners asked clarifying questions regarding application process, enforcement, event definitions, zoning applicability, agritourism distinctions, fees, fire safety considerations, timing of applications, and treatment of catered events versus MFUs. Discussion emphasized the proposal as a limited, pilot-scale regulatory framework to address identified gaps while allowing for future refinement through the Comprehensive Plan update.

Action: Motion by Commissioner Struthers to recommend that the Board of County Commissioners approve LU-25-054 as proposed. Second by Commissioner Fulford.

Vote (Roll Call):

Biscoe – Yes

Cash – No

Fulford – Yes

Lee – Yes

Struthers – Yes

Wilson – Yes

Hamann – Yes

Fowler – Yes

Result: Motion carried, 7–1. Recommendation forwarded to the Board of County Commissioners.

Commissioner Cash stated opposition was based on concerns regarding limited feedback from affected property owners and potential inequities for certain rural and small farm operations.

PLANNING COMMISSION PROCEDURAL BEST PRACTICES – DISCUSSION

The Commission held a work session focused on procedural best practices and continuous improvement, prompted by recent complex and high-visibility land use cases. Discussion was limited to Commission process rather than case merits.

Topics discussed included:

- The timing of motions relative to deliberation, and whether earlier motions could better structure discussion.
- Use of tentative approvals or denials when findings are adopted at a later meeting.
- Managing deliberations to ensure clarity, efficiency, and alignment with Robert’s Rules and county procedures.
- The role of document management systems, recordings, and staff reports in supporting deliberations.
- Maintaining professional tone, neutrality, and public confidence during contentious hearings.

No motions were made.

IV. PLANNING COMMISSIONER | STAFF UPDATES

No formal updates were provided.

V. NEXT MEETING

The next regular Planning Commission meeting is to be determined.

VI. ADJOURN

Chair Fowler adjourned the meeting at 8:00 pm

BY-LAWS

PLANNING COMMISSION

ARTICLE 1

Name

The name of this organization shall be the Benton County Planning Commission.

ARTICLE 2

Function

The Commission shall assist the Benton County Board of Commissioners, and shall have the following powers and duties:

- 1) Prepare recommendations for the Board of Commissioners regarding proposed amendments to the County's land use and development regulations;
- 2) Make decisions on certain quasi-judicial land use matters;
- 3) The Commission shall serve as the Committee for Citizen Involvement (CCI).

ARTICLE 3

Membership

Section 1. Number and Selection: The Commission shall consist of nine (9) members, appointed by the Board of Commissioners.

Section 2. Terms of Office: Terms shall be four (4) years. Any member may serve two (2) successive terms (not inclusive of any appointment to an unexpired term) if reappointed by the Board of Commissioners. Terms begin on January 1 and end on December 31. Terms shall be staggered.

Section 3. Responsibilities: Commission members shall regularly attend meetings of the Commission and any meetings of the subcommittees to which they are appointed, and shall fulfill other duties as appointed by the Chair.

Section 4. Termination of Membership: The Board of Commissioners shall follow Benton County Code Chapter 3 in appointing and removing Commission members.

- (1) The Board of Commissioners may remove any appointee for failure to attend three or more consecutive regular Commission meetings.
- (2) The Board of Commissioners may also remove any appointee for cause following public hearing, for reasons including, but not limited to:
 - (a) Commission of a felony;
 - (b) Corruptness;
 - (c) Intentional violation of open meetings law;
 - (d) Failure to declare conflicts of interest;
 - (e) Incompetence.

Section 5. Vacancies: The Board of Commissioners shall make appointments to fill vacancies as they occur. Such appointments shall be for the duration of the unexpired term of that position.

ARTICLE 4 Officers

The following officers shall be elected from the Commission membership during the first meeting of each calendar year:

Chair: The Chair shall have the responsibility of conducting all meetings and hearings in an orderly manner. The Chair may not initiate or second a motion, and shall vote last on any issue. In the event the Chair's vote creates a tie, the motion shall fail for lack of majority.

Vice Chair: The Vice Chair shall be responsible for conducting the meetings and hearings in the absence of the Chair.

The Development Director of Benton County, or his/her designee, shall serve as the Recording Secretary to the Commission and shall keep a permanent record of proceedings of the Commission.

ARTICLE 5 Subcommittees

Section 1. Creation of Subcommittees: The Commission shall have the power to create subcommittees with such responsibilities as the Commission directs.

Section 2. Naming of Subcommittees: The Chair shall appoint and charge each subcommittee with its responsibilities, shall appoint the members of the subcommittee, and shall appoint the chair of the subcommittee in the event the subcommittee consists of more than one person. The subcommittee chair shall be

responsible for scheduling meetings, assigning specific tasks within the mandate of the subcommittee, and reporting to the Commission concerning the work of the subcommittee.

ARTICLE 6 Advisors

The Commission and the subcommittees may call on lay citizens and professionals as advisors without voting rights to provide technical assistance, participate in deliberations, and attend meetings to the extent deemed appropriate by the Chair.

ARTICLE 7 Meetings

Section 1. Regular Meetings: Meetings shall be open to the public, and shall be regularly scheduled monthly. All foreseeable absences should be reported promptly in advance to the Recording Secretary. Meetings of the CCI shall be at least once every three (3) months, and shall be scheduled to coincide with the regularly scheduled meetings of the Commission.

Section 2. Special Meetings: Special meetings may be called by the Chair, the Vice-Chair in the Chair's absence, by a majority of the membership, or by the Board of Commissioners by giving the members and the press written or verbal notice at least three (3) days before the meeting.

Section 3. Quorum: A quorum shall consist of five (5) members of the Commission. All business conducted with a majority vote of the quorum shall stand as the official action of the Commission. If both the Chair and Vice-Chair are absent at any meeting, the Commission shall elect a temporary Chair for that particular meeting.

Section 4. Voting: Motions may be made and seconded by any member of the Commission except the Chair. Each Commission member shall vote unless there is a recognized conflict of interest or unless the Commission member was unable to consider the full record in the matter, in which situations the Commission member shall abstain. An abstention shall not be considered to be a silent vote. A silent vote shall count as an affirmative vote. A majority vote of those present shall be required to pass any motion before the Commission. All voting shall be by calling of the roll by the Recording Secretary. The Chair shall vote last. In the event the Chair's vote creates a tie, the motion shall fail for lack of majority.

Section 5. Agenda: The Chair, with the assistance of the Development Director, or his/her designee, shall prepare

the agenda of items requiring Commission action, and shall add items of business as may be requested by individual Commission members and/or the Board of Commissioners. The order of business at all meetings shall be set forth in a Rule of Procedure.

Section 6. Notice: All members shall be given written notice of time, date, location, and purpose of the meetings at least three (3) days before a regular Commission meeting, and written or verbal notice at least three (3) days before a special meeting. In the event a member is provided with less than three (3) days written notice of a regular meeting, or less than three (3) days actual notice of a special meeting, and objects to the proceedings based on a lack of adequate notice, all business conducted at that meeting shall be reconsidered at the next regular meeting or at a special meeting called with adequate notice.

Section 7. Minutes: Minutes recording all motions and subsequent action including the number of yes or no votes on each issue shall be taken. In addition, all conflicts of interest shall be noted. Minutes of all meetings shall be maintained by the Development Department and the Board of Commissioners.

ARTICLE 8 Public Records and Meeting Law

The Commission is a public body for the purposes of ORS Chapter 192, and is subject to the statutory procedures related to public records and meetings.

ARTICLE 9 Parliamentary Procedure

The current edition of Robert's Rules of Order shall govern the Commission where not inconsistent with these by-laws or any special rules of order the Commission shall adopt.

ARTICLE 10 Conflict of Interest

A conflict of interest shall be declared by any member who has a conflict of interest as defined by Oregon law prior to taking any action on the matter causing the conflict.

ARTICLE 11
By-Law Amendments

These by-laws may be amended by the Board of Commissioners upon its own motion. Prior to an amendment, the Board of Commissioners may request a recommendation from the Commission which may recommend changes at any regular meeting of the Commission by a two-thirds vote of the membership, provided that the recommended amendment has been submitted in writing to the Commission members no later than three days before the regular meeting.

Adopted this ____ day of _____, 199_.

Signed this ____ day of _____, 199_.

BENTON COUNTY BOARD OF
COMMISSIONERS,

Chair

Commissioner

Commissioner

APPROVED AS TO FORM:

County Counsel