



**CITY OF JOHN DAY  
PLANNING COMMISSION MEETING MINUTES November 12, 2025**

**PLANNING COMMISSIONERS PRESENT:**

Jim Spell, Planning Commission  
Linda Pifer, Planning Commission  
Ed Newby, Planning Commission  
Valerie Maynard, Planning Commission  
Chris Maynard, Planning Commission  
Neale Ledgerwood, Planning Commission

**PLANNING COMMISSIONERS ABSENT**

**STAFF PRESENT:**

Melissa Bethel, City Manager  
Henry Hearley, Contract Planner

**Agenda Item No. 1—Call Meeting to Order**

The Planning Commission meeting was called to order at 5:30 pm.

**Agenda Item No. 2—Pledge of Allegiance**

The Planning Commission stood for the Pledge of Allegiance.

**Agenda Item No. 3—Roll Call and Attendance**

The John Day Planning Commission did a roll call.

**Agenda Item No. 4—Amend or Accept Regular Agenda**

***Commissioner made a motion to accept the agenda as published. The motion was seconded by Commissioner Newby and passed unanimously.***

**Agenda Item No. 5—Elect Chair and Vice Chair**

Commissioner Spell was nominated Chair.  
Commissioner Ledgerwood was nominated Vice Chair.

**Agenda Item No. 6—Public Comments**

No Public Comments were made.

**Agenda Item No. 7—Consent Agenda**

- a. Minutes of October 22, 2025

Bethel stated the recording is always available and serves as the official record. She noted that the minutes had been revised with some items moved for clarity.  
Winegar stated in the revised minutes she still did not see references to the 6-foot tall fence, off-street parking or bicycle parking. Bethel stated that all of these items will be included as part of the final motion tonight.

***Commissioner Pifer made a motion to approve the revised agenda. The motion was seconded by Commissioner V. Maynard and passed unanimously.***

**Public Hearing:**

The Public Hearing has been closed.

**Agenda Item No. 8—PAPA 25-01**

*The Planning Commission is reconvening for deliberations and to consider additional evidence submitted by the applicant. At the October 22<sup>nd</sup> meeting, the Planning Commission held a public hearing and received new oral testimony. Planning Commission passed a motion to close the public hearing but keep the record open to allow for additional written evidence to be submitted. At the October 22<sup>nd</sup> meeting, the Planning Commission did take formal action on the applicants proposed zone change. The Planning Commission found that the proposed zone change was in the public interest and recommended to the City Council the zone change be approved.*

The first issue discussed was the ROW discrepancy and the question of responsibility. Hearley stated that the City continues to hold the position that the ROW is the applicants' responsibility. During review of the additional applicant testimony, staff identified new items requiring the Planning Commissions discretion including underground utilities, fencing around Swale "A", the landscape plan and designation of a reviewer. Any decisions made will be forwarded to the City Council for final approval.

Hearley recommends the Planning Commission accept the landscape plan that was submitted. Regarding the fencing around Swale "A" the Planning Commission may choose to remove the fencing requirement or adopt a conditional standard. The applicant is seeking an exception to the underground utility requirement, citing site conditions. Staff suggested considering a closer power source. Staff recommends that the Planning Commission consider the City Engineer as the duly appointed designee of the Public Works Director. Staff agreed that the future improvement guarantee is acceptable based on the applicant's testimony. The Planning Commission should consider whether to grant this. Hearley discussed the revised conditions of approval.

***Commissioner Pifer moved to make the exception to allow overhead utilities to the property and then underground from there. The motion was seconded by Commissioner V. Maynard and passed unanimously.***

***Commissioner C. Maynard made a motion to require the applicant to engineer the swales to be 3 feet or less in size so a fence will not be needed. The motion was seconded by Commissioner Ledgerwood and passed unanimously.***

***Commissioner V. Maynard made a motion to approve the applicants landscape plan. The motion was seconded by Commissioner Spell and passed unanimously.***

***Commissioner Spell made a motion to designate the City Engineer as the official appointed designee of the Public Works Director. The motion was seconded by Commissioner Pifer and passed unanimously.***

***Commissioner C. Maynard made a motion to accept revised condition of approval #4. The motion was seconded by V. Maynard and passed unanimously.***

***Commissioner V. Maynard recommend approval onto the City Council for PAPA 25-1 for Site Design Review with the revised conditions as contained in the revised staff report and as Planning Commission's recommendations on Items 1-8 as discussed on October 22<sup>nd</sup> and November 12<sup>th</sup>. The motion was Commissioner Spell and passed unanimously.***

**Agenda Item No. 9—Planning Commission Comments**

No additional comments were made.

**Adjourn:**

***There being no further business before the Planning Commission the meeting was adjourned.***

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Melissa Bethel, CM