



## Harrisburg Planning Commission Minutes May 21, 2019

The Harrisburg Planning Commission met on this date at the Harrisburg Senior Center, located at 354 Smith St, at the hour of 7:00pm. Presiding was Chairperson Todd Culver. Also present were as follows:

- Rhonda Giles
- Jeremy Moritz
- Roger Bristol
- Youth Advisor Victor Hesser
- City Administrator/Planner Brian Latta

Absent this evening were Commissioners Wullenwaber, Kayner, and Smid, and City Recorder/Asst. CA Michele Eldridge.

**Concerned Citizens in the Audience:** There were none.

**Approval of Meeting Minutes:**

- Bristol motioned to approve the minutes of the April 16, 2019 Planning Commission meeting, and was seconded by Giles. The Planning Commission voted unanimously to approve the minutes.

**Public Hearing: Rock Solid Ministries Site Plan and Historic Review (LU 403 & 409)**

Chairperson Culver read aloud the script as required by land use laws, along with the process of requesting a continuance, and the process to request the record remain open.

The Public Hearing was opened at the hour of 7:02pm.

Chairperson Culver asked if there were any conflicts of interest, or ex parte contact to declare. There were none declared, nor any rebuttals of such.

**Applicant's Presentation:** Jerry Lenhard of 94249 Love Lake Road, Junction City, OR 97448 was present. The applicant proposes to construct a multi-use commercial structure. They are not set on the proposed use at this time, but desire to use the building for a commercial use. Until that time, the building will be used by the church for social events and gatherings.

- Chairperson Culver asked what was contained inside the building.
- Latta responded by indicating the Planning Commission's purview does not include the interior spaces of buildings. The commission does need to verify the proposed use is permitted in the zone, and that the other review criteria are met.
- Bristol asked if the use changes, is that a planning issue or business license issue.

- Latta responded by saying a change of use is handled through the business license process and it will only involve planning if the new use resulted in an increase in parking spaces.
- Moritz noted the building is subject to the historic requirements meaning the parking is pretty restrictive.
- Latta asked the applicant to explain the proposed setback of the building.
- Lenhard explained the setback is proposed to be set back roughly 21 feet. Other buildings on the same side of Hwy 99E are setback at various distances. Due to the location of the building abutting the alleyway, the intended purpose to use the front area as a seating area, and vision clearance areas for vehicles, we proposed to set back the building at the 21 foot distance.
- Bristol asked about the landscaping on the highway.
- Latta responded the proposed landscaping is on the west side of the property abutting the residential property.

**Staff Report:** Latta summarized the information in the staff report. He described the site access, He is satisfied with the criteria having been met, and recommended the approval of the site plan and historic review.

- Moritz asked is the ODOT permit was required to simply close the existing access point. Latta confirmed it was.
- Culver asked if ODOT was contacted regarding this application. Latta confirmed they were.

**Nobody was present that wished to provide testimony in favor, in opposition, or neutral to the land use request being considered.**

**The Public Hearing was closed at the hour of 7:18pm.**

- Bristol asked if the gravel area was to be barricaded to prevent vehicles from driving in front of the building. Latta suggested the commission could impose a condition of approval to somehow barricade the area or provide some other sort of traffic control. The commission decided not to do so, but to encourage the applicant to think about that for the future.
- Latta also discussed the historic aspects of the building, and that in his opinion the proposal complies with the historic review criteria.
- **Giles motioned to approve the Rock Solid Ministries Site Plan Review (LU 403) subject to the conditions of approval contained in the May 13, 2019 staff report. This motion is based on findings contained in the May 13, 2019 staff report, and on findings made during deliberations on the request. She was seconded by Bristol.**
- **The Planning Commission voted unanimously to approve the motion.**
- **Moritz motioned to approve the Rock Solid Ministries Historic Review (LU 409), subject to the conditions of approval contained in the May 13, 2019 staff report. This motion is based on findings contained in the May 13, 2019 staff report, and on findings made during deliberations on the request. He was seconded by Bristol.**
- **The Planning Commission voted unanimously to approve the motion.**

#### **Public Hearing: Knife River Revised Site Plan Review (LU 410)**

**Chairperson Culver read aloud the script as required by land use laws, along with the process of requesting a continuance, and the process to request the record remain open.**

**The Public Hearing was opened at the hour of 7:27pm.**

**Chairperson Culver asked if there were any conflicts of interest, or ex parte contact to declare. There were none declared, nor any rebuttals of such.**

**Applicant's Presentation:** Matt Ropp of 32260 Old Hwy 34, Tangent, OR 97389 was present. He indicated the proposal is simply to add roughly 2,000 square feet to the previously approved, but not yet constructed, office building. All of the criteria are still being met.

- Chairperson Culver asked where the building is being expanded.
- Ropp told him the building is expanded slightly to the west and a center bump out on the east.
- Moritz asked if all they were doing was expanding the building, and no other site improvements. Ropp confirmed that is true.

**Staff Report:** Latta summarized the information in the staff report. He indicated why the proposal needed to return to the commission. He is satisfied the revised proposal continues to satisfy the applicable criteria, and recommended the approval of the site plan.

**Nobody was present that wished to provide testimony in favor, in opposition, or neutral to the land use request being considered.**

**The Public Hearing was closed at the hour of 7:34 pm.**

- Moritz asked why the building needed expanding? Ropp indicated as more staff got involved in the project the design simply evolved and needed a bit more room.
- Bristol **motioned to approve the Knife River Site Plan Review (LU 410) subject to the conditions of approval contained in the May 13, 2019 staff report. This motion is based on findings contained in the May 13, 2019 staff report, and on findings made during deliberations on the request.** He was **seconded** by Giles.

**The Planning Commission then voted unanimously to approve the motion.**

**Others:**

- Latta noted there are several pending land use applications and the commission will continue to be busy for the next few months. He also mentioned there seems to be some recent interest in residential projects including an apartment complex expansion and subdivisions. Latta discussed the Oregon Main Street grant award for the Oddfellows Building, and also mentioned the grant request for JB Woodworks. Finally, Latta gave a status update on the city's water project.

**With no further business to discuss, the Planning Commission meeting adjourned at the hour of 7:46 pm.**

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Planning Commission Chairperson

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City Recorder

# City of Harrisburg

## **PLANNING COMMISSION**

### **NOTICE OF DECISION**

**REQUEST:** The applicant requests approval of Site Plan Review to construct a roughly 1,630 sq. ft. commercial building. The proposal includes using an existing access from Monroe Street and existing through an alley. The applicant proposes constructing off-street parking, on-site buffering and landscaping.

**LOCATION:** Tax Lot 3600 of Linn County Assessor's Map 15S04W16AA

**HEARING DATE:** May 21, 2019

**ZONING:** C-1 (Commercial), with an H-1 (Historic) Overlay Zone

**APPLICANT/  
OWNER:** Rock Solid Ministries  
C/O: Jerry Lenhard  
PO Box 67  
Harrisburg, OR 97446

**APPEAL DEADLINE:** June 3, 2019, at 5:00 p.m.

**DECISION:** The Harrisburg Planning Commission conducted a public hearing on May 21, 2019, and voted to approve the request, subject to the attached conditions of approval. The Planning Commission adopted the findings contained in the Staff Report of the May 21, 2019, Planning Commission meeting, and portions of the minutes from the meeting that demonstrate support for the Planning Commission's actions.

**APPEALS:** The decision may be appealed by filing a Notice of Appeal with the City Recorder at 120 Smith Street. The Notice of Appeal should be filed by the Appeal Deadline date listed above. Specific information on the requirements for an appeal or a copy of the complete file of this land use action may be obtained at Harrisburg City Hall. There is a fee of \$425.00.

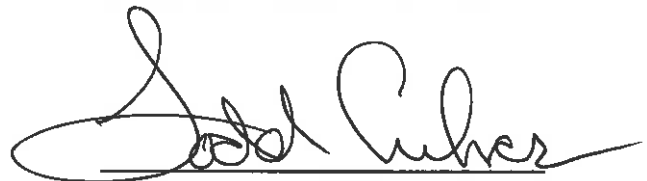
**EFFECTIVE DATE:**

June 3, 2019, unless an appeal has been filed with the City Recorder.

**EFFECTIVE PERIOD:**

Site Plan Review approvals shall be effective for one year from the date of approval. If the applicant has not begun the work associated with the approval within one year, all approvals shall expire. Where the Planning Commission finds that conditions have not changed, at its discretion and without a public hearing, the Commission may extend the period one time for a period not to exceed one additional year.

Unless appealed, this Site Plan Review approval will expire on June 3, 2020.

A handwritten signature in black ink, appearing to read "Todd Culver", written over a horizontal line.

Todd Culver  
Planning Commission Chair

# CONDITIONS OF APPROVAL

1. **Consistency with Plans** – Development shall comply with the plans and narrative in the applicant's proposal, except where modified by the following conditions of approval.
2. **Erosion & Sediment Control Plan** – Prior to the issuance of building permits, the applicant shall submit for review and approval an erosion and sediment control plan that demonstrates how the applicant will prevent sediment and runoff from the earthwork from impacting the City's drainage system or other properties.
3. **Construction Security** – Prior to issuance of building permits, the applicant shall submit a plan identifying security measures that will be taken to prevent public access to areas of the site where potentially dangerous construction activities will be taking place.
4. **Landscape and Irrigation Plan** – Prior to the issuance of building permits, the applicant shall submit for review and approval a detailed landscape and irrigation plan showing what type of landscaping will be provided and how the landscaped areas will be irrigated.
5. **Parking Spaces Bumper Rail or Curbing** – Prior to the building occupancy, the applicant shall construct a minimum 4 inch curb between the parking spaces and the vegetative buffer, or install bumper rails to prevent vehicles from pulling too far forward in the parking spaces.
6. **ODOT Permit** – Prior to the building occupancy, the applicant shall obtain a permit from ODOT and remove the existing access driveway on Hwy 99E.

# City of Harrisburg

## **PLANNING COMMISSION**

### **NOTICE OF DECISION**

**REQUEST:** The applicant requests approval of Site Plan Review to construct a roughly 11,000 sq. ft. office building. The proposal includes using the existing access onto Peoria Road, and constructing off-street parking, on-site buffering, and landscaping.

**LOCATION:** Tax Lots 1200 and 1202 of Linn County Assessor's Map 15S04W09

**HEARING DATE:** May 21, 2019

**ZONING:** M-2 (Heavy Industrial)

**APPLICANT**  
Knife River Corp.  
Attn: Matt Ropp  
32260 Old Hwy 34  
Tangent, OR 97389

**OWNER**  
Knife River Corp.  
Attn: Jeff Steyaert  
32260 Old Hwy 34  
Tangent, OR 97389

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Unless appealed, this Site Plan Review approval will expire on June 3, 2020.

  
Todd Culver  
Planning Commission Chair



# CONDITIONS OF APPROVAL

1. **Consistency with Plans** – Development shall comply with the plans and narrative in the applicant's proposal, except where modified by the following conditions of approval.
2. **Building Permits** – Prior to construction, the applicant shall obtain all necessary building permits for the construction of the proposed addition.
3. **Utilities** – Prior to the issuance of building permits, the applicant shall obtain approval from the City's Public Works Director of all new and relocated utilities.
4. **Erosion & Sediment Control Plan** – Prior to the issuance of building permits, the applicant shall submit for review and approval an erosion and sediment control plan that demonstrates how the applicant will prevent sediment and runoff from the earthwork from impacting the City's drainage system or other properties.
5. **Construction Security** – Prior to issuance of building permits, the applicant shall submit a plan identifying security measures that will be taken to prevent public access to areas of the site where potentially dangerous construction activities will be taking place.
6. **Landscape and Irrigation Plan** – Prior to the issuance of building permits, the applicant shall submit for review and approval a landscape and irrigation plan showing what type of landscaping will be provided and how the landscaped areas will be irrigated.
7. **Fence Permit** – Prior to or concurrent with the issuance of building permits, the applicant shall provide the City with a fence permit for the 6-ft. tall fencing surrounding the proposed refuse area.
8. **Street Trees and Utilities** – Street Trees shall be planted consistent with HMC 12.20.10, to avoid impacts with underground and overhead utilities and appurtenances.