



Harrisburg Planning Commission Minutes October 16, 2018

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:

- Roger Bristol
 - Kurt Kayner
 - Rhonda Giles
 - Kent Wullenwaber
 - Youth Advisor Victor Hesser
 - City Administrator/Planner Brian Latta
 - City Recorder/Asst. City Administrator Michele Eldridge
- Absent this evening was Commissioner David Smid.

Approval of Meeting Minutes:

- Kayner **motioned to approve the minutes, and was seconded** by both Wullenwaber and Bristol at the same time. **The Planning Commission then voted unanimously to approve the minutes of September 18, 2018.**

Farmers' Helper Site Plan Review (LU397)

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 7:03pm.

Chairperson Culver asked if there were any conflicts of interest, or ex parte contact to declare. There were no conflicts of interest, or potential conflicts declared, and no rebuttals of such. There was also no other ex parte contacts declared, or any rebuttals of such. Bristol did proclaim that he had used the services of Farmers' Helper in the past, but did not feel that it warranted a conflict of interest.

Applicant's Presentation: Representing the applicant was Max Ehler, of Ehlers Construction, 1085 Madera St. in Eugene. He briefly reviewed the application materials, and verified that no additional employees would be added because of this change. It would simply separate the production area from the retail area.

Staff Report: Latta reviewed the criteria and findings of fact as presented in the staff report for the site plan request.

Other than the applicant, nobody was present that wished to provide testimony, whether in favor, in opposition, or neutral to the land use request being considered.

The Planning Commission asked the applicant a series of questions, mostly in relation to the parking lot, and the direction of travel for those making drop offs. The architect for the project, Kevin Peterson of KP Engineering, who was also present, said that they had designed the ADA spaces and location of the driveways in order to minimize asphaltting. The Planning Commission also verified with the applicant, and owner, Colt Ross, that they were aware of the conditions of approval, and would comply with them.

The Public Hearing was closed at the hour of 7:14pm.

- **Kayner motioned to approve the Farmers' Helper Site Plan, (LU #397), subject to the conditions of approval contained in the October 9, 2018 staff report. This motion is based on findings contained in the October 9, 2018 staff report, and on findings made during deliberations on the request. He was seconded by Wullenwaber, and the Planning Commission voted unanimously to approve the site plan for Farmers' Helper with the conditions of approval as stated in the staff report and agenda.**

Work Session: Development Code Update – Flood Damage Prevention Ordinance

Staff Report: Latta reviewed the information in the staff report and memo to the Planning Commission. He wasn't sure how he should present this to the Planning Commission, and didn't compare it to the ordinance that was adopted by the City back in 2010. Our code is actually fairly recent, because of that adoption in 2010. The model ordinance has items in it, such as notes that the Planning Commission should review and consider. He noted that the highlighted sections are optional.

Chairperson Culver said that he wanted to know what we had already addressed in our current ordinance. Bristol noted that it makes the City responsible for this, and Latta said that was correct. The City has primary responsibility for administering its flood plains. Chairperson Culver would like to know what language is new, compared to what we currently have.

Latta noted that the General Provisions, shown on page 9 (pg. 48), are the most important. Michele is the person who is designated as the floodplain administrator. It lists, for example, what is required if someone wanted to alter a water course. Kayner said that he had read through this, but he wasn't sure what to change. Latta said in the next meeting, he can come back and italicize what's new. He pointed out some wording that FEMA had indicated was a good practice, but was not required. Eldridge said that in her training FEMA actually had all of those issues that they felt was good practice, and that it wasn't actually in any of the code yet. Latta said that he will go through, and make the changes, but italicizing or marking what is new, and identifying good practices vs. what is actually required. *The Planning Commission felt good about that, and would like that to be done.*

Others:

- Latta said that we don't have any land use applications to review in November, however Eldridge noted that Grocery Deals will be reviewed for a slight change to the setback on the west side of the structure. Latta said that it would be a reconsideration. The setback allows 5', but you approved 6'. The land owner to the west, wants the project to comply with what was approved. Therefore, we'll ask the Planning Commission to review it again, to consider revising the approval to allow a 5' setback.
- The only other issue, noted Latta, is that he was applying for the state safe routes to school grant, which if approved, will allow the installation of a sidewalk on the west side of 9th St., between Diamond Hill Road and Territorial St. That route serves all three schools, and he noted that some work had already been done in relation to this location.

He added that there is lots of building going on in town, and more single family dwellings being constructed. It's more than the previous year. In addition, he had recently received an inquiry from someone interested in building a multi-family apartment dwelling in town. There is quite a bit of residential activity taking place in town.

With no further business to discuss, the Planning Commission meeting adjourned at the hour of 7:36pm.

Planning Commission Chairperson

City Recorder

City of Harrisburg
PLANNING COMMISSION

NOTICE OF DECISION

REQUEST: The applicant requests approval of Site Plan Review to construct a roughly 1,500 sq. ft. addition to an existing retail and meat processing building. The addition will provide retail, office and freezer space. The applicant also proposes to provide paved off-street parking, on-site buffering, and landscaping.

LOCATION: Tax Lot 5400 of Linn County Assessor's Map 15S04W16AD

HEARING DATE: October 16, 2018

ZONING: C-1 (Commercial)

APPLICANT
Max Hansen, on behalf of
Ehlers Construction
1085 Madera Street
Eugene, OR 97402

OWNER
Colt Ross
390 LaSalle Street
Harrisburg, OR 97446

APPEAL DEADLINE: October 29, 2018, at 5:00 p.m.

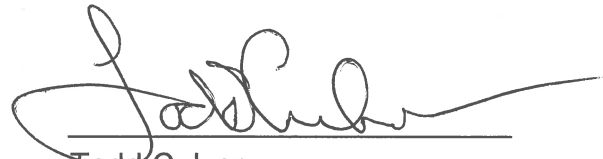
DECISION: The Harrisburg Planning Commission conducted a public hearing on October 16, 2018, and voted to approve the request, subject to the attached conditions of approval. The Planning Commission adopted the findings contained in the Staff Report of the October 16, 2018, Planning Commission meeting, 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: October 29, 2018, 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 October 29, 2019.

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. **Access Driveway Markings** – The applicant shall install signage or asphalt markings at the two access driveways indicating the western driveway as an 'entrance only' and the eastern driveway as an 'exit only'. The proposed signage or markings shall be included with the building permit plans.
3. **Curbing** – The applicant shall construct a 4 inch curb along the back edge of the public sidewalk. The curbing shall run the length between the two proposed driveways.
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. **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 along the west property line. The fencing shall be installed prior to building occupancy for the proposed addition.
7. **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.
8. **Refuse Area Screening** – Prior to issuance of building permits, the applicant shall identify the location of outside refuse areas, and demonstrate compliance with HMC 18.95.100(6).