

Planning Commission Meeting Minutes

January 21, 2025

Chairperson:	Todd Culver, Presiding
Commissioners Present:	Joe Neely, Susan Jackson, Rhonda Giles, Jeremy Moritz, and Youth Advisor Taylor Tatum.
Commissioners Absent:	Kurt Kayner, and Kent Wullenwaber
Staff Present:	City Administrator/Planner Michele Eldridge, and Finance Officer/Deputy City Recorder Cathy Nelson
Meeting Location:	Harrisburg Municipal Center located at 354 Smith St.

CALL TO ORDER AND ROLL CALL: Order was called at 7:04pm by Chairperson Todd Culver. Culver welcomed Taylor Tatum as the new Youth Advisor.

CONCERNED CITIZEN(S) IN THE AUDIENCE. Everyone present was there for items on the agenda.

APPOINT NEW CHAIRPERSON AND VICE-CHAIRPERSON

Moritz motioned to appoint Todd Culver as Chairperson and was seconded by Neely. The Planning Commission then voted unanimously to appoint Todd Culver as Chairperson for a term of one (1) year.

Culver motioned to appoint Jeremy Moritz as Vice-Chairperson for the Harrisburg Planning Commission for a term of one (1) year and was seconded by Jackson. The Planning Commission then voted unanimously to appoint Jeremy Moritz as Vice-Chairperson for a term of one (1) year.

PUBLIC HEARING

THE MATTER OF A VARIANCE REQUEST FOR OREGON COMMUNITY CREDIT UNION AND GIBSON & GIBSON, LLC.

Chairperson Todd Culver read aloud the order of proceedings, and noted the procedures for continuance, and the process to keep the record open.

At the hour of 7:06pm, the Public Hearing was opened.

Culver asked if there were any Conflicts of Interest or any Ex Parte contacts.

None reported, with Joe Neely and Jeremy Moritz adding that they are customers of OCCU.

There were no rebuttals in relation to Conflicts of Interest, or Ex Parte Contacts.

Culver then read aloud the criteria that were relied upon for this land use hearing and noted additional copies of criteria near the door. He also directed the audience on how they would need to direct testimony towards the applicable criteria, and how an appeal could be made.

STAFF REPORT: Eldridge gave a summary of the application. She pointed out that page 4 shows the signs allowed in the City of Harrisburg. One (1) sign is allowed, and they are requesting four (4) signs, which will require a variance. They are also requesting a sign be placed higher than code allows, which will also require a variance. Eldridge pointed out that there are other signs in the area that are at the same height as requested. The signage on the kiosk will not cause any visual impairments.

Eldridge highlighted the following criterion and conditions:

- Criterion 1 – Met with variance.
- Criterion 2.1 – Met.
- Criterion 2.2a – Met.
- Criterion 2.2b – Met.
- Criterion 2.2c – Met.
- Criterion 2.2d – Met.
- Criterion 2.2e – Met.
- Criterion 2.2f – Met.
- Criterion 2.2g – Condition 1: Consistency with plans.
- Criterion 3 – Condition 2: Time limitation.

Staff feel that all requirements are met and recommend approval.

- Moritz asked if there were 4 individual signs, or if they were two 2-sided signs. Eldridge clarified that there are two 2-sided signs.
- Neely asked if the maps show lumens. Eldridge said yes. The owners are aware of illumination effect on the neighbors. Neely then asked if the commission could add a condition that would allow us to go back later and have lighting adjusted if too bright. Eldridge said they could, but it was not recommended.
- Giles asked if the traffic going to the kiosk would create an issue. Eldridge pointed out that page 11 shows traffic conditions and are part of the preview permit which the administration has authority to approve. She felt the traffic would not cause any issues.

APPLICANTS TESTIMONY: Zach Galloway, planner, further clarified that the four (4) signs being proposed were one sign on each side of the ITM Kiosk and a 2-sided tower element sign facing north and south. None of the signs will face neighboring residents. There is also a row of bushes between the kiosk and the nearest neighbor. The kiosk will be light due to security concerns, with zero light pollution outside of kiosk.

TESTIMONY IN FAVOR WAS ASKED FOR.

- None given.

TESTIMONY IN OPPOSITION WAS ASKED FOR.

- None given.

NUETRAL TESTIMONY WAS ASKED FOR.

- None given.

The public hearing was closed at the hour of 7:42pm.

- Natalie Adams, owner of Java Joy, stated she was concerned about parking. Eldridge stated that parking was not part of the discussion on this specific variance but was on the other permit. There will be two (2) spaces for them.
- **Giles motioned to approve the variance request for LU 462-2024, subject to the conditions of approval contained in the Staff Report of January 13, 2025. This motion is based on findings contained in the Staff Report of January 13, 2025, and on findings made by the commission during deliberations on the request. The motion was seconded by Neely. The Planning Commission then voted unanimously to approve the variance request for LU 462-2024, subject to the conditions of approval contained in the Staff Report of January 13, 2025. This motion is based on findings contained in the Staff Report of January 13, 2025, and on findings made by the commission during deliberations on the request.**

WORK SESSION

THE MATTER OF VIEWING APPROVED TYPE I AND II REQUESTS.

STAFF REPORT: Eldridge stated that with a Type I and II permit there is a very specific set of standards that an applicant cannot go outside of. If they want to do something different or if someone had a concern, the applicant or resident, it would trigger a type III permit and come before the Planning Commission. She also clarified that owners are the ones that get the notifications for permits and hearings, not leases and tenants.

Staff is asking if the Planning Commission is wanting to get courtesy notice of all Type I or II permits. The Commission discussed and said a report would be fine.

OTHERS

- Neely asked if the Fire Department checked for hazards around the outside of the town. His example was brush on the outside of town limits. Eldridge advised him to contact the fire department with specific concerns.

With no further discussion, the meeting was adjourned at the hour of 8:02 pm.

Chairperson

City Recorder

City of Harrisburg

PLANNING COMMISSION

NOTICE OF DECISION

REQUEST: The applicant requests approval of a Variance (LU #462-2024) that will add two additional signs than allowed by HMC 18.90.030, as well as allowing both signs to be illuminated; also as allowed by HMC 18.90.030. In addition, the applicant requests allowance of the sign to be 15'3" above grade, which is 3'3" over normal height allowances.

LOCATION: 315 Kesling St., Linn County Assessor's Map 15S 04W 16AA, Tax Lot 11700

HEARING DATE: January 21, 2024

ZONING: C-1 (Commercial)

APPLICANT

OCCU
2880 Chad Dr
Eugene, OR 97408

OWNER

Gibson & Gibson, LLC
125 E. 6th St.
Junction City, OR 97448

APPEAL DEADLINE: February 6, 2025

DECISION: The Harrisburg Planning Commission conducted a public hearing on January 21, 2025 and voted to approve the request with conditions of approval. The Planning Commission adopted the findings contained in the January 14, 2025 Staff Report to the Planning Commission, and portions of the minutes from the meeting that demonstrate support for the Planning Commission's actions. Criteria relied upon for review is found in HMC 18.90 and 19.40.

APPEALS: The decisions 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. All persons entitled to notice, and who testified during the Planning Commission Hearing specifically addressing the applicable criteria may appeal the Planning Commission's decision to the City Council pursuant to subsection (5) of HMC

19.10.40. The City Council's decision may also be appealed to the State Land Use Board of Appeals, as applicable. A copy of the complete file of this land use action may be obtained at Harrisburg City Hall. There is a fee of \$1,000 plus actual expenses for appealing a Planning Commission decision to the City Council. The appeal filing procedure is available in HMC 19.10.040.(5)(b).

EFFECTIVE DATE: February 7, 2025, unless an appeal has been filed with the City Recorder.

EFFECTIVE PERIOD: Variance approvals shall be effective for eighteen (18) months from the date of approval. Where the owner has applied for a building permit, has made site improvements consistent with the approved development plan, or provides other evidence of working in good faith towards completing the project, the City Administrator may extend an approval accordingly.

Unless appealed, this Variance approval will expire on July 21, 2026.

Todd Culver
Planning Commission Chair

CONDITIONS OF APPROVAL

Condition No. 1: Consistency with Plans. Development shall comply with the plans and narrative in the applicant's proposal, except where modified further by the Planning Commission.

Condition No. 2. Time Limitation: The property owners must apply for a building permit within an 18-month time limit from the approval of this variance request.

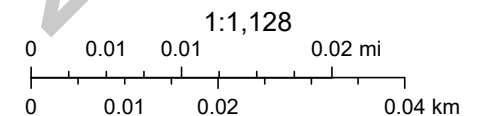
NOTICE OF DECISION

315 Kesling St.



1/9/2025, 7:10:08 PM

- Sales
 Railways
 Roads
 Tax Lots
- Permits
 Highways
 City Limits
 County Boundary



Linn County GIS, City of Albany, City of Brownsville, City of Gates, City of Halsey, City of Harrisburg, City of Idanha, City of Lebanon, City of Lyons, City

Map created using the Linn County Oregon web mapping application

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