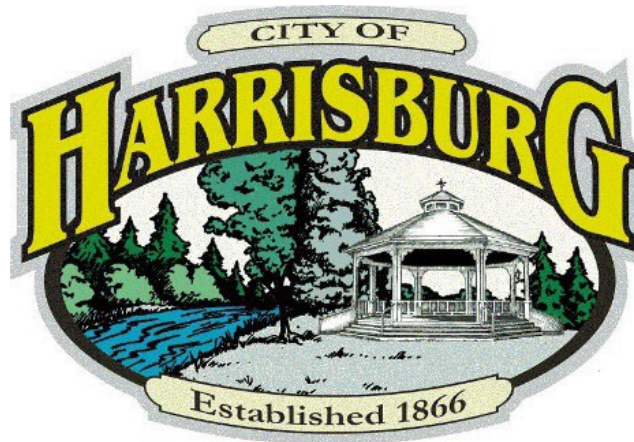




Planning Commission Meeting Minutes

May 19, 2026

Chairperson:	Todd Culver, Presiding
Commissioners Present:	Stephanie Tegge, Susan Jackson, Kurt Kayner, and Jeremy Moritz.
Commissioners Absent:	Rhonda Giles, and Kent Wullenwaber
Staff Present:	City Administrator/Planner Michele Eldridge,
Meeting Location:	Harrisburg Municipal Center located at 354 Smith St.

CALL TO ORDER AND ROLL CALL: Order was called at 7:00pm by Chairperson Todd Culver.

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

APPOINT NEW CHAIRPERSON AND VICE-CHAIRPERSON

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

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

APPROVAL OF MINUTES

Moritz motioned to approve the minutes for September 16, 2025, and was seconded by Kayner. The Planning Commission then voted unanimously to approve the Minutes for September 16, 2025.

PUBLIC HEARING

**THE MATTER OF THE REGAL HOMES BY SHELLEY, LLC MINOR (PRELIMINARY)
PARTITION REQUEST (LU 470-2026).**

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 7:10pm, the Public Hearing was opened.

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

None reported.

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.

Eldridge highlighted the following criterion and conditions:

- Criterion 1 – Met with Condition No.1: Consistency with Plans, and No. 2: Preliminary Plat Withdrawal.
- Criterion 2 – Met.
- Criterion 3 – Met with Condition No.3: Underground Utilities.
- Criterion 4 – Met with Condition No. 4: Storm Water.
- Criterion 5 – Met.
- Criterion 6 – Met.
- Criterion 19.20.040 – Met.
- Criterion 19.20.050 – Met.
- Criterion 19.20.060a – Met.
- Criterion 19.20.060b – Met.
- Criterion 19.20.060c – Met with Condition No. 4: Storm Water.
- Criterion 19.20.060d – Met.
- Criterion 19.20.060e – Met with Condition No. 5: Easements.
- Criterion 19.20.060f – Met with Development Concern A: Street Trees.
- Criterion 19.20.080 – Met with Condition No. 6: Final Plat.
- Criterion 18.60.020 – Met.
- Criterion 18.70.030.1 & 2 – Met.
- Criterion 18.70.030.3 – N/A.
- Criterion 18.70.030.4a, b, c, & d – Met with Development Concern B: Paved Driveways.
- Criterion 18.70.030.4g – Met.
- Criterion 18.70.030.4u – Met with Development Concern C: Temporary Driveways/Erosion Control.
- Criterion 18.70.030.4v – Met.
- Criterion 18.70.030.5-7 & 9-10 – Met with Development Concern D: Vision Clearance.
- Criterion 18.75.020 – Met.
- Criterion 18.75.030 – Met with Development Concern E: Landscaping.
- Criterion 18.75.040 - Met with Development Concern F: Fences.
- Criterion 18.75.050 - Met with Development Concern G: Outdoor Lighting.
- Criterion 18.80.020 - Met with Development Concern H: Parking.
- Criterion 18.85.010.1-5 – Met with Condition No. 7: Curbs, Gutters and Sidewalks and Condition No. 8: Utilities.
- Criterion 18.85.020 – Met with Development Concern I: Mailbox Receptacle.
- Criterion 18.85.030 – N/A.
- Criterion 18.85.040 – Met with Condition No 9: Water & Sewer Services.
- Criterion 18.85.050.1-3 – Met with Condition No. 4: Storm Water.
- Criterion 18.85.050.4 – N/A
- Criterion 18.85.050.5 – Met with Condition No. 5: Easements.

- Criterion 18.85.060.1-3 – Met.
- Criterion 18.85.070.1-3 – Met.

Staff feel that all requirements are met and recommend approval.

APPLICANTS TESTIMONY: Doug and Taylor Shelley were present for discussion.

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 7:38pm.

- Moritz motioned to approve the Regal Homes by Shelley, LLC minor partition request (LU 470-2026), subject to the conditions of approval in the May 13, 2026, Staff Report. This motion is based on findings presented in the May 13, 2026, Staff Report to the Planning Commission, and on findings made by the commission during deliberations on the request at the May 19, 2026, Public Hearing. The motion was seconded by Kayner. The Planning Commission then voted unanimously to approve the Regal Homes by Shelley, LLC minor partition request (LU 470-2026), subject to the conditions of approval in the May 13, 2026, Staff Report. This motion is based on findings presented in the May 13, 2026, Staff Report to the Planning Commission, and on findings made by the commission during deliberations on the request at the May 19, 2026, Public Hearing.

WORK SESSION

THE MATTER OF REVIEWING TYPE 1 AND TYPE 2 APPLICATIONS APPROVED BY THE CITY ADMINISTOR/PLANNER.

STAFF REPORT: Eldridge notified the Commission of the two (2) Type I applications and four (4) Type II applications that she had approved. She noted that the Safe Harbor permit for Life Bible was allowed under the Emergency Declaration made by the City of Harrisburg.

With no further discussion, the meeting was adjourned at the hour of 8:38 pm.

Chairperson

City Recorder

City of Harrisburg

PLANNING COMMISSION

NOTICE OF DECISION

- REQUEST:** The applicant requests approval of a proposed Preliminary 3-Parcel Minor Partition (LU 470-2026) to create a 3-parcel partition.
- LOCATION:** The subject site is located on the east side of S. 9th St., in between the Max Hammer Subdivision, and Sommerville Loop. The address is 915 Sommerville Loop, and is otherwise known as 15S-04W-15CA 03200.
- HEARING DATE:** May 19, 2026
- ZONING:** R-1 (Single-Family Residential)
- APPLICANT:** Katie Keidel of Metro Planning
846 A St.
Springfield, OR 97477
- OWNER:** Regal Homes by Shelley, Inc.
1163 Spruce St.
Junction City, OR 97448
- APPEAL DEADLINE:** June 3, 2026 – 5:30pm
- DECISION:** The Harrisburg Planning Commission conducted a public hearing on May 19, 2026, 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 19, 2026, Planning Commission meeting, and portions of the minutes from the meeting that demonstrate support for the Planning Commission's actions.
- APPEALS:** People with legal standing to appeal are the applicant or owner of the subject property, and any person who testified orally or in writing during the subject public hearing before the close of the public record. 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. The fee for an appeal is \$1,000.00.

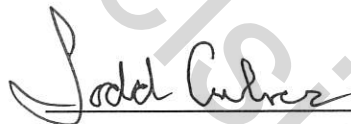
EFFECTIVE DATE: June 4, 2026, unless an appeal has been filed with the City Recorder.

EFFECTIVE PERIOD: A Final Plat must be provided to the City within two years after the preliminary subdivision plat is approved, through a Type I Application procedure.

If the applicant has not submitted the final plat for approval within two years of the approval of the preliminary plat as provided by HMC 19.20.080, then the approval shall lapse, and the applicant will need to refile for the preliminary plat process.

MODIFICATIONS & EXTENSIONS:

The applicant may request changes to the approved preliminary plat or the conditions of approval following the procedures and criteria provided in Chapter 19.30 HMC. The Planning Commission may, upon written request by the applicant and payment of the required fee, grant written extensions of the approval period of a Type III Procedure not to exceed one year per extension, provided that the applicant follows all criteria as required in HMC 19.20.030(3).



Todd Culver
Planning Commission Chair

APPROVED 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 by the following conditions of approval.

Condition No. 2: Preliminary Plat Withdrawal: The owner must file a formal notification of withdrawal for the approved preliminary plat for the Sommerville Meadows Subdivision.

Condition No. 3: Underground Utilities - All Utilities must be located and constructed underground.

Condition No. 4: Storm Water - Prior to Final Plat submission, the Applicant shall submit a 25-year engineered stormwater management and detention plan, showing no impact on neighboring properties beyond historical storm water flow. This plan must be approved by the City Engineer, taking into consideration any downstream and upstream drainage requirements. The City Engineer must also approve any proposed mitigation measures.

Condition No. 5: Easements: The preliminary plat must include an existing 7' PUE on the west side of parcels 2 and 3, and a 25' drainage easement for the entire north line of parcels 2 and 3. An easement is not required for the east property line at this time because Parcel 2 is not being developed. This will be addressed in future developments on this property, should the owner wish to develop the lot further, as potentially planned. The owner will need to make sure that the builder is aware that no structure may encroach into the 25' easement on the north side of Parcels 2 and 3.

Condition No 6: Final Plat - The Final Plat shall be submitted within two years of final approval of the preliminary plat and must be consistent with the approved preliminary plat including required conditions of approval.

Condition No. 7: Curbs, Gutters and Sidewalks. Prior to the issuance of a building permit for Parcel 2 or Parcel 3, the applicant will be required to culvert the stormwater ditch on Sommerville Loop, and to install curbs, gutters and sidewalks from the southwest corner of Parcel 2 to the southeast corner of Parcel 2. This incorporates the entire southern boundary of Parcel 1.

Condition No. 8. Utilities. Prior to submitting the Final Plat, the owner shall provide the City with utilities shown to apply to Parcel 3. These shall be approved by the City Engineer and Public Works Director.

Condition No. 9: Water & Sewer Services – Prior to recording the final plat, the applicant shall install infrastructure serving parcel 3, which shall be approved by the PW Director and/or City Engineer. The payment for connections shall be due at this time.

DEVELOPMENT RELATED CONCERNS

(These are not conditions of approval, but will be required with building permits)

A. Street Trees: A Street Tree Fee will be paid by the builder on Parcel 3, and Parcel 2 (if construction occurs), as required by HMC 12.20.010. The Public Works Director will work with the resident on type of tree and location on Parcel 3.

B. Paved Driveways: All new driveways onto S. 9th St. are required to be paved. Parcel 1 shall be required to pave the first 25' of any driveway that is accessed from Sommerville Loop; this includes both legs of a circle driveway. All driveways are required to be a minimum of 20' wide and must match the width of the garage or carport sized opening of each dwelling unit.

C. Temporary Driveways/Erosion Control: Any temporary driveways established during the construction of homes on Parcel 3 and Parcel 2, if/when developed, will be required to follow erosion control requirements.

D. Vision Clearance: Any placement of landscaping on Parcel 2 near the intersection of S. 9th and Sommerville Loop will require that vision clearance standards are met.

E. Landscaping: Any development of Parcels 2 and 3 will require that a landscape plan is submitted with the building permit, according to the size requirement of 30% of the lot, or the lesser of the front and side yards. The landscape plan shall include the types of plants as required in HMC 18.75.030(3). Amendments to soil, and necessary irrigation shall be provided to allow for healthy plant growth.

F. Fences: Fences are not required in the R-1 zone, but if installed by the Applicant/owners, will be required to meet the standards in 18.75.040 and as required in Table 18.45.040.4. Height will be determined by the location of the fence on the residential property.

G. Outdoor Lighting: Outdoor Lighting is not required by the construction of homes on Parcels 2 and 3, but the installation of any lighting shall follow the standards of HMC 18.75.050(3).

H. Parking: A minimum of two parking spaces per residential dwelling shall be provided and details of such shall be included in the building permit site plan. All parking spaces in the R-1 zone shall be paved.

I. Mailbox Receptacle – Prior to occupancy being allowed in any of the residential dwelling units on Parcel No. 2 (if applicable) and 3, a receptacle for the delivery of mail, in a design approved by USPS shall be installed. The applicant will consult with the City on the location of the mailbox prior to installation or can include the location on the building permit.