

## Planning Commission Meeting Minutes

June 17, 2025

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Vice-Chairperson: Jeremy Moritz, Presiding  
Commissioners Present: Kurt Kayner, Rhonda Giles, Kent Wullenwaber, and Joe Neely,  
Commissioners Absent: Chairperson Todd Culver, Susan Jackson, and Youth Advisor Nolan Malpass  
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 7:00pm by Vice-Chairperson Jeremy Moritz.

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

### **PUBLIC HEARING**

#### **THE MATTER OF A VARIANCE REQUEST FOR WULLENWABER'S ACCESSORY STRUCTURE.**

*Commissioner Kent Wullenwaber declared a conflict of interest, and rescinded his seat and joined the audience for the entirety of this discussion and decision making.*

**Vice-Chairperson Jeremy Moritz read aloud the order of proceedings, and noted the procedures for continuance, and the process to keep the record open.**

**At the hour of 7:02pm, the Public Hearing was opened.**

**Moritz 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.**

**Moritz 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.**

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**STAFF REPORT:** Eldridge gave a brief background of the application. The applicant is requesting a variance for three (3) requirements.

1. Requesting a 5' setback instead of the 6' requirement
2. Size of the structure is more than the allowed 50% of current residence.
3. Second driveway is less than the 20' width that is required.

Eldridge handed out a map showing other properties located near applicants with large accessory buildings (**Exhibit 1**). The current storm drain line for this property is a private drain and not allowed per current code. Public Works is going to remove the old drain and replace it with public storm drain line.

Eldridge highlighted the following criteria:

- Criterion 1 – Met.
- Criterion 2a, 2b, 2c, 2d, 2e, and 2f – Met.
- Criterion 2g – Met with Conditions 1, 2, & 3
  - Condition 1: Consistency with plans
  - Condition 2: Access and Circulation
  - Condition 3: Waiver of Remonstrance
- Criterion 3 – Met with Condition 4: Time Limitation.

Staff feels that all requirements are met and recommends approval.

- Neely asked if the tax lots on the map were actual lot lines. Eldridge said they were not, and this was only to show the placement of the structures.
- Kayner asked if the drainage was going to tie into the new storm line. Wullenwaber said it would and that will help with the current drainage issues.

**APPLICANT PRESENTATION:** Property owner Kent Wullenwaber told the Planning Commission that he had been planning to build this building for the last 15 years. It is now ready to go. Because of the new code, he had to come and request a variance. He does not want to reduce the size of the building to meet the new requirements.

**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 7:33pm.**

- Neely asked if the right-of-way could be reclaimed; he was concerned about where it belongs on these properties. He then asked if the streets are redone, will the right-of-way become improved with curb and gutters. Eldridge said it would if the street was improved by the City. That is the reason for the waiver of remonstrance condition being added.
- Kayner **motioned to approve the variance request for LU-467-2025, subject to the conditions of approval contained in the Staff Report of June 9, 2025. This motion is based on findings contained in Staff Report of June 9, 2025, and on findings made during deliberations on the request. The motion was seconded by Neely. The Planning Commission then voted unanimously to approve the variance request for LU-467-2025, subject to the conditions of approval contained in the Staff Report of June 9, 2025. This**

June 17, 2025

**motion is based on findings contained in Staff Report of June 9, 2025, and on findings made during deliberations on the request.**

*Commissioner Kent Wullenwaber rejoined discussion and took his seat at 7:52pm.*

**THE MATTER OF APPROVING A SITE PLAN REQUEST, WITH VARIANCE AND HISTORICAL ZONE REVIEW FOR A REMODEL OF THE FORMER VFW QUONSET HUT AT 160 SMITH ST., ALSO KNOWN AS 15S04W16AA05100 FOR PATRICK AND DONNELL FREEMAN (LU 468-2025).**

**Vice-Chairperson Jeremy Moritz read aloud the order of proceedings, and noted the procedures for continuance, and the process to keep the record open.**

**At the hour of 7:54pm, the Public Hearing was opened.**

**Moritz 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.**

**Moritz 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 brief background of the application. This is an unusual request. The structure was built in the 1930's and placed where it now sits in the 1950's. It has been used as the local VFW building for decades. The applicant is requesting to improve the front end as a business and renovate the back end as a rental home property. All structural improvements will be to the interior of the building. Page 43 and 44 of the agenda packet shows the design drawings for reference. Eldridge also pointed out that Zone C-1 allows for mixed use dwellings. Eldridge highlighted the following criteria:

**HMC 19.15.050**

- Site Plan Criterion 1 – Met.
- Site Plan Criterion 2 – Met with Condition 1: Consistency with Plans & Condition No. 2
- Site Plan Criterion 3 – N/A.
- Site Plan Criterion 4 – Met with Condition 2: Landscaping; Condition 3: Outdoor Lighting; and Condition 4; Parking.
- Site Plan Criterion 5 – Met.
- Site Plan Criterion 6 – Met.
- Site Plan Criterion 7 – Met.

**HMC 19.40.040**

- Variance Criterion 1 & 2a - N/A.
- Variance Criterion 2b, 2c, & 2d – Met.
- Variance Criterion 2e – Met with Condition 5: OSSC Building Code Requirements.
- Variance Criterion 2f – Met.
- Variance Criterion 2g – Condition 6 to be met if allowed; Variance Approval Necessary for Dwelling Unit Remodel.

**HMC 19.40.050**

- Variance Criterion 1 – Met with Condition 7: Time Limitation.

**HMC 18.65.050**

- Historical Zone – Downtown Historic District Design Standards – Condition 8: Façade Design.

Staff feel that all requirements are met and recommended approval.

- Neely asked if residential units were allowed in the Historical District in the way presented. Eldridge said that the current code does not allow for residential units on the ground floor of the business, which is why they applicant is also requesting a variance.
- Giles asked if the historical zone is preserved if the residential portion is in the back. Eldridge stated that it is not allowed on the ground floor, unless a variance is allowed.

**APPLICANT PRESENTATION:** Eldridge read applicants statement into record.

**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 8:46pm.**

- The Planning Commission then had a long discussion about whether or not they would allow a ground floor dwelling unit through a variance, due to the unusual circumstances with this particular property. They pointed out specifically that they had discussed this structure during the development code amendment process, and that they didn't feel that a variance should be allowed at this location. Eldridge shared the applicants point of view, and why the request was being made.
- Kayner stated that he was not okay with issuing a variance or showing favoritism for this request. The property across the street that has been grandfathered in does not work in this situation, because the dwelling unit is inside the larger Quonset hut.
- Kayner **motioned to approve the VFW Quonset Hut Site Plan and Historical Zone Review, LU 468-2025, subject to the conditions of approval contained in the June 11, 2025 Staff Report. This motion is based on findings contained in the June 11, 2025 staff report, and on findings made during deliberations on the request. This motion *denies the variance request to allow a dwelling unit to be added in this structure.* The motion was seconded by Giles. The Planning Commission then voted unanimously to approve the VFW Quonset Hut Site Plan and Historical Zone Review, LU 468-2025, subject to the conditions of approval contained in the June 11, 2025 Staff Report. This motion is based on findings contained in the June 11, 2025 staff report, and on findings made during deliberations on the request. *This motion denies the variance request to allow a dwelling unit to be added in this structure.***

**OTHERS:** None

**With no further discussion, the meeting was adjourned at the hour of 9:17 pm.**

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Chairperson




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City Recorder




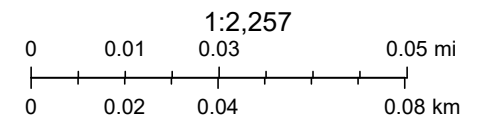
This aerial map displays a residential neighborhood in Chicago, with property boundaries outlined in yellow. The map is oriented with North at the top. The streets shown are Dempsey St, Stanley St, Quincy St, and Burton St, running horizontally. Vertical streets are N 6th St and N 7th St. The map shows a grid of residential lots, many of which are marked with house numbers. Some lots are marked with colored dots (pink, green, blue), likely indicating specific points of interest or data points. The map also shows various features such as trees, lawns, and buildings.

 Sales   
  Roads   
  County Boundary   
 Linn County 2022 12in

 Permits   
  City Limits   
  Red: Band\_1

 Railways   
  Tax Lots   
  Green: Band\_2

 Blue: Band\_3



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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# City of Harrisburg

## **PLANNING COMMISSION**

### **NOTICE OF DECISION**

**REQUEST:** The applicant requests approval of a Variance (LU #467-2025) that will allow an accessory building (secondary garage/shop) that exceeds the size requirement allowed by HMC 18.50.150(3). The variance request will also allow a setback that is a few inches less than allowed on both sides, as well as a driveway that is 2" less wide than that allowed by the HMC.

**LOCATION:** 645 Quincy St., Linn County Assessor's Map 15S 04W 10CC, Tax Lot 00700

**HEARING DATE:** June 17, 2025

**ZONING:** R-1 (Single-Family Residential)

**APPLICANT/OWNER**

Kent Wullenwaber  
645 Quincy St.  
Harrisburg, OR 97446

**APPEAL DEADLINE:** June 30, 2025

**DECISION:** The Harrisburg Planning Commission conducted a public hearing on June 17, 2025 and voted to approve the request with conditions of approval. The Planning Commission adopted the findings contained in the June 17, 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 18.45, 18.50 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:** July 1, 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 January 1, 2027.

  
\_\_\_\_\_  
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.

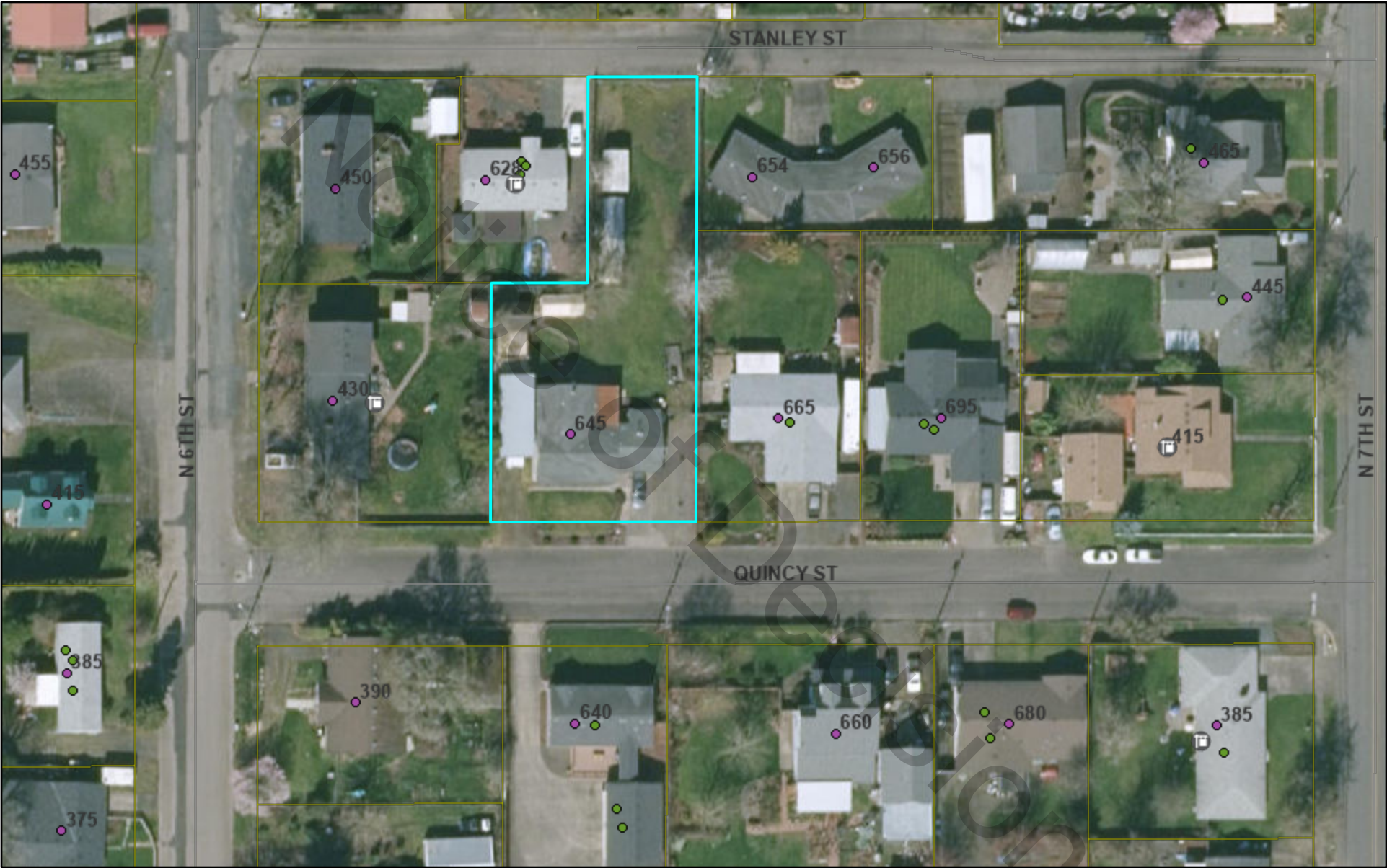
**Condition No. 2: Access and Circulation.** Concurrent to the building permit application, the applicant shall be required to pave the first 25' of their private driveway. They will also need to obtain a right-of-way permit for the work to be completed, and provide the City with a copy of the Fire Access and Water Supply form after it has been approved by HFRD.

**Condition No. 3: Waiver of Remonstrance.** Concurrent with the Building Permit Application, the applicant shall pay for, and fill out a waiver of remonstrance form that will be recorded in Linn County, in relation/ in lieu of installing curbs, gutters and sidewalks on Stanley St.

**Condition No. 4. Time Limitation:** The property owners must apply for a building permit within an 18-month time limit from the approval of this variance request.

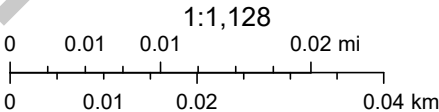


645 Quincy St.



9/9/2025, 10:52:59 AM

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



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# City of Harrisburg

## **PLANNING COMMISSION**

### **NOTICE OF DECISION**

**REQUEST:** The applicant requests approval of a site plan, variance, and historic district review request for the former VFW Quonset Hut (LU 468-2025) to allow a conversion from the back/rear section of the Quonset Hut, containing a kitchen, to a dwelling unit.

**LOCATION:** The subject site is located on Smith St., on property addressed as 160 Smith St. It is also known as tax lot 05100 of Linn County Assessor's Map 15S04W16AA.

**HEARING DATE:** March 19, 2024

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

**APPLICANT:** Patrick & Donnell Freeman  
PO Box 588  
Harrisburg, OR 97446

**OWNER:** Patrick & Donnell Freeman Living Trust  
PO Box 588  
Harrisburg, OR 97446

**APPEAL DEADLINE:** June 30, 2025

**DECISION:** The Harrisburg Planning Commission conducted a public hearing on June 17, 2025, and voted to approve the site plan and historical review, subject to the attached conditions of approval. The Planning Commission adopted the findings contained in the Staff Report of the June 17, 2025, Planning Commission meeting, and portions of the minutes from the meeting that demonstrate support for the Planning Commission's actions. A request for a variance to allow a conversion for a residential dwelling in the back area of the Quonset Hut was denied.

**APPEALS:** People with legal standing to appeal are the applicant(s) or owner(s) 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. There is a fee of \$1,000.00.

**EFFECTIVE DATE:** July 1, 2025, unless an appeal has been filed with the City Recorder.

**EFFECTIVE PERIOD:** Site Design approvals shall be effective for a period of 18-months from the date of approval. The approval shall lapse if a public improvement plan or building permit application has not been submitted within 18 months of approval; or construction on the site is in violation of the approved plan.

**MODIFICATIONS & EXTENSIONS:**

Upon written request by the applicant, the City Administrator may grant a written extension of the approval period not to exceed 18 months; provided that the applicant follows all criteria as required in HMC 19.15.070(2).

Modifications to approved plans and developments are subject to City review and approval under HMC 19.30.

  
Jeremy Moritz  
Planning Commission Vice-Chair

## **RECOMMENDED 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 – Landscaping:** Concurrent to submission of Building Permit, property owner must submit a landscaping plan, showing the addition of 600 sq. ft., subtracting the size of the terrace and as according to requirements in HMC 18.75.030(3). The landscaping plan must show screening materials and locations for garbage.

**Condition No. 3 – Outdoor Lighting:** Concurrently shown on submission of the building permit, any additional outdoor lighting must be shown on the building permit. All lights must be directed downward, and shall not cause spillover into adjacent residential properties.

**Condition No. 4 – Parking:** Prior to Occupancy of either the business or dwelling unit, the property owner must provide some form of wheel stops, curbing, or bollards which will block vehicles from driving into landscaping and the structure.

**Condition No. 5 – OSSC Building Code Requirements:** With the submission of a Building Permit, the applicant/owner shall provide a design that follows OSSC building code requirements, in relation to possible sprinklers, and additional fire walls on the exterior walls of the residential unit if required. The building permit will also require a fire access and water supply information sheet and review by HFRD.

**Condition No. 6 - Variance Approval Necessary for Dwelling Unit Remodel:** The dwelling unit variance must be approved for the property owner to be allowed to convert the back area of the Quonset Hut into a dwelling unit. Without this approval, the conversion of the front area into a commercial/retail business is still applicable, and the rear area of the Quonset hut may also be used for commercial/retail uses.

**Condition No. 7 - Time Limitation:** The property owners must apply for a building permit within an 18-month time limit from the approval of this variance request.

**Condition No. 8 - Façade Design:** Concurrent with submission of the Building Permit, the owners must show a design that has two of the historical façade components for the front of the Quonset hut, and windows shall closely match historical structures that are nearby. (These count as a first-floor display window.)

## **DEVELOPMENT CONCERNS**

**DEVELOPMENT CONCERN NO. 1:** SDC'S for the new dwelling unit shall be due and payable at the time the building permit is paid for.

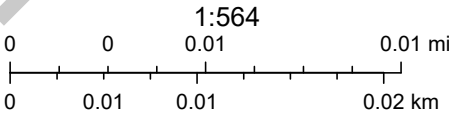


160 Smith St.



9/9/2025, 10:58:04 AM

- Sales
- Roads
- Tax Lots
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