

Planning Commission Meeting Minutes
January 17, 2023

Commissioners Present: Susan Jackson, Jeremy Moritz, Joe Neely, Kurt Kayner, and Kent Wullenwaber
Absent: Rhonda Giles and Chairperson Todd Culver
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.

APPOINT NEW CHAIRPERSON AND VICE-CHAIRPERSON

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

Kayner motioned to appoint Joe Neely as Vice-Chairperson for the Harrisburg Planning Commission for a term of one (1) year and was seconded by Wullenwaber. Commissioner Joe Neely declined the appointment.

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

APPROVAL OF MINUTES

Neely motioned to approve the minutes for July 19, 2022, and August 16, 2022, and was seconded by Jackson. The Planning Commission then voted unanimously to approve the Minutes for July 19, 2022, and August 16, 2022.

PUBLIC HEARING

THE MATTER OF THE HICKMAN MINOR (PRELIMINARY) PARTITION (LU 447-2022).

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

At the hour of 7:09PM, the Public Hearing was opened.

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

None stated.

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 on the property and stated that this was the first land use using the new code requirements. She explained the difference between the conditions of approval versus development concerns. This property is on 9th Street, which is currently being extended and improved. The City will install utilities to the edge of the property. This is a R-2 zone, and the applicant is requesting three (3) parcels.

- Conditions #1, #2, #3, and #22 discuss utilities and are met. Condition #2 has DEQ and TMDL regulations, and Condition #3 will need to be approved by the City Engineer.
 - Moritz asked if 18.85.040 applies to existing structures and lots. Kayner said once an application is made for a lot change it is considered new development. Eldridge said it would be the same if a house with a well is sold. The new owners would have 1 year to hook up to city utilities.
- Page 18 discusses the storm drainage requirements and Page 23 discusses upstream draining.
- Conditions #12, #15, #17, #20 and #22 are regarding street requirements and are met.
 - Condition #12 is about parking on site, # 20 states that they must have 2 parking spots per dwelling, and #15 discusses vehicular access and driveway approaches.
 - Condition #17 clarifies requirements due to emergency vehicles.
- Page 15 defines the timeframe of two (2) years for a final plat.
- Page 18 discusses landscaping requirements, and that lots 2 & 3 will need a minimum of 25% landscaping. Eldridge handed out the revised COFA with E.1.
- Neely asked if 9th Street will be the back of the property. Eldridge said that it will have a gravel driveway that will not be required to be paved and Parcels 2 & 3 will have paved drives off of 9th Street.

APPLICANTS TESTIMONY: Applicant Donald Hickman said that the drainage will be up to the builder. He is recommending ditches run north to south.

TESTIMONY IN FAVOR, IN OPPOSITION, AND NEUTRAL TESTIMONY WAS ASKED FOR. No testimony of any kind supplied, nor were there any rebuttals.

The public hearing was closed at the hour of 8:09 pm.

- Kayner motioned to approve the Hickman minor partition request (LU 447), subject to the conditions of approval in the January 11, 2023 staff report, with the addition of development related concern E.1 in relation to street trees. This motion is based on findings presented in the January 11, 2023 staff report to the Planning Commission and findings made by the commission during deliberations on the request at the

January 17, 2023

January 17, 2023 Public Hearing, and was seconded by Wullenwaber. The Planning Commission then voted unanimously to approve the Hickman minor partition request (LU 447), subject to the conditions of approval in the January 11, 2023 staff report, with the addition of development related concern E.1 in relation to street trees. This motion is based on findings presented in the January 11, 2023 staff report to the Planning Commission and findings made by the commission during deliberations on the request at the January 17, 2023 Public Hearing.

PUBLIC MEETING

THE MATTER OF MAKING A RECOMMENDATION TO THE CITY COUNCIL IN RELATION TO THE HARRISBURG URBAN RENEWAL PLAN AMENDMENT AND ITS CONFORMITY TO THE HARRISBURG COMPREHENSIVE PLAN.

STAFF REPORT: Eldridge introduced Consultant Elaine Howard and explained why the city was doing the amendment. The city is facing a large funding gap for the Water Facility Treatment Project. Coming before the Planning Commission is one of the requirements to adopt the amendment.

- Howard shared a power point (**Addendum 1**) on the Major Amendment #6 and explained what Maximum Indebtedness (MI) and revenue sharing are.
- Neely asked if all the amendment was doing was adding verbiage on water to the plan, as found on page 63 #5. Kayner said all the Commission was doing was approving the language from the Comp Plan to the HRA Plan.
- **Kayner motioned that the Harrisburg Planning Commission finds, based upon the information provided in the staff report and the provided attachments and findings, that the Harrisburg Urban Renewal Plan Amendment conforms with the Harrisburg Comprehensive Plan and recommends the plan amendment's adoption to the Harrisburg City Council, and was seconded by Neely. The Planning Commission then voted unanimously that the Harrisburg Planning Commission finds, based upon the information provided in the staff report and the provided attachments and findings, that the Harrisburg Urban Renewal Plan Amendment conforms with the Harrisburg Comprehensive Plan and recommends the plan amendment's adoption to the Harrisburg City Council**

OTHERS

- The Comprehensive Plan update will come before the Planning Commission in the future.
- Kayner asked why the Commission needed to do the entire reading of the conditions during the meetings. Can we just review the ones that need addressed. Eldridge stated that because of the new development code some things are required to be done in the public hearings. She will reach out to legal and Hitt on what needs to be addressed during her verbal reports.

With no further discussion, the meeting was adjourned at the hour of 9:00 pm.

Chairperson

City Recorder

City of Harrisburg
PLANNING COMMISSION

NOTICE OF DECISION

- REQUEST:** The applicant requests approval of a Minor Partition (LU 447), to divide an approximately 40,639 square foot lot into three residential lots.
- LOCATION:** The subject site is located at 895 Sommerville Loop. and is known as tax lot 3000 of Linn County Assessor's Map 15S04W15CA.
- HEARING DATE:** January 17, 2023
- ZONING:** R-2 (Multi-Family (Medium Density) Residential)
- APPLICANT:** EGR & Associates/Don & Carolyn Hickman
895 Sommerville Loop
Harrisburg, OR 97446
- OWNER:** Don & Carolyn Hickman
895 Sommerville Loop
Harrisburg, OR 97446
- APPEAL DEADLINE:** February 1, 2023 at 5:00 p.m.
- DECISION:** The Harrisburg Planning Commission conducted a public hearing on January 17, 2023, and voted to approve the minor partition request, subject to the attached conditions of approval. The Planning Commission adopted the findings contained in the Staff Report of the January 17, 2023, Planning Commission meeting, and portions of the minutes from the meeting that demonstrate support for the Planning Commission's actions. Further information in relation to this application, including the decision made by the Planning Commission is available in the City Recorder's office.
- 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. 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 19.10.040HMC, or may appeal the City Council's decision to the State Land Use Board of Appeals, as applicable. There is a fee of \$750.00 for an appeal to the City Council.

EFFECTIVE DATE: January 19, 2023, unless an appeal has been filed with the City Recorder.

EFFECTIVE PERIOD: A Preliminary Plat Approval for a Minor Partition shall be effective for two years from the date of approval. The applicant must submit the final plat for a Type 1 review by the end of the two-year period. The applicant may request changes or modifications to the approved preliminary plat or conditions of approval by following the procedures and criteria provided in Chapter 19.30HMC.

An extension of the approval period of a Type III procedure, not to exceed one year per extension, may be granted by the Planning Commission if it meets the conditions and criteria provided in Chapter 19.30HMC, and may be granted by the City Administrator through a Type II procedure. Unless appealed, this Preliminary Plat Minor Partition approval will expire on January 19, 2025.



Planning Commission Vice-Chair

CONDITIONS OF APPROVAL

Condition No. 1: Underground Utilities – All Utilities must be located and constructed underground; the owner of Parcel 1 will be required to connect to the City's water system within six months of the date of approval for this preliminary minor partition.

Condition No. 2: Storm Water Easement – Concurrent to Final Plat approval, the Applicant shall show a private stormwater easement on the final plat for the north/south storm line located on the western edge of Parcels 2 and 3.

Condition No. 3: Storm Water - Prior to Final Plat submission, and if the proposed storm plan is not adequate as determined by the City Engineer, 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. 4: 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. 5: Infrastructure Improvements Approval – Prior to any Building Permits being submitted for plan review, Infrastructure from the construction on S. 9th St., including all transportation and street surfaces, sanitary sewer, and water services, plus surface water and storm drainage facilities in relation to the street and existing facilities must conform to the City of Harrisburg design manual, and be accepted and approved by the PW Director and City Engineer for the City of Harrisburg.

Condition No. 6: Mailbox Receptacle – Prior to the occupancy of any of the residential dwelling units on Parcel No. 2 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.

Condition No. 7: Water Services – Prior to recording the final plat, the applicant shall pay to have water service extended to Parcels 2 and 3.

Condition No. 8: Water Services for Parcel No. 1 – Within a six-month period, the applicant/owner of Parcel No. 1 must connect Parcel 1 to the City's water system. The payment of the water connection fee, water meter drop and utility deposit may be paid at the time of connection.

Condition No. 9: Sewer Services – Prior to recording the final plat, the applicant shall pay to have sewer service extended to Parcels 2 and 3.

DEVELOPMENT RELATED CONCERNS

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

A. Driveway Approaches: Construction of a single-family dwelling will require a Type 1 procedure, which will include the placement of the driveway approaches based upon the design of S. 9th St.

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 auxiliary driveway that is accessed from S. 9th St. All driveways are required to be a minimum of 18' x 12', 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 2 and 3 will be required to follow erosion control requirements.

D. Vision Clearance: Any development of Parcels 2 and 3, as well as development in relation to the new auxiliary drive in Parcel No.1, will require that vision clearance standards are met.

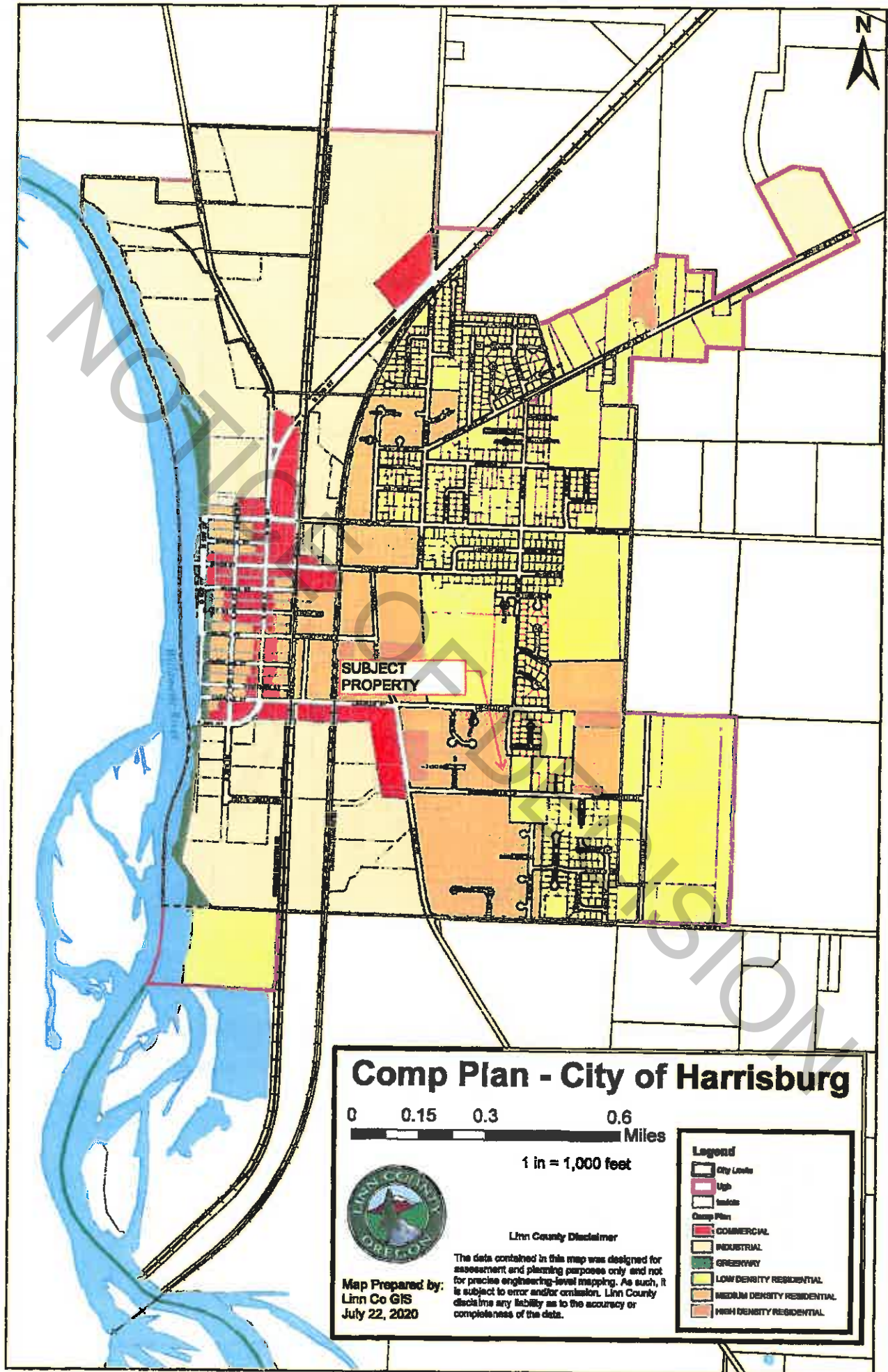
E. Landscaping: Any development of Parcels 2 and 3 will require that a landscape plan is submitted with the building permit, according to the size requirement of 25% of the lot, or the lesser of the front and side yards. The landscape plan shall include the types of plants as required in HMC 18.75.030(3). Amendments to soil, and necessary irrigation shall be provided to allow for healthy plant growth.

E.1 Street Trees: As per HMC 12.20.010, any development of Parcels 2 and 3 will require that Street Trees are paid for at the time that a building permit is taken out for new construction. Two (2) Street trees will be provided to each lot based on planting one tree for every 40 feet of property, as long as they avoid coming within five feet of any underground utilities. Street tree fees are based upon City Council Resolution.

F. Fences: Fences are not required in the R-2 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 detail of such shall be included in the building permit. All parking spaces in the R-2 zone shall be paved.



Comp Plan - City of Harrisburg

0 0.15 0.3 0.6 Miles

1 in = 1,000 feet



Linn County Disclaimer

The data contained in this map was designed for assessment and planning purposes only and not for precise engineering-level mapping. As such, it is subject to error and/or omission. Linn County disclaims any liability as to the accuracy or completeness of the data.

Map Prepared by:
Linn Co GIS
July 22, 2020

Legend

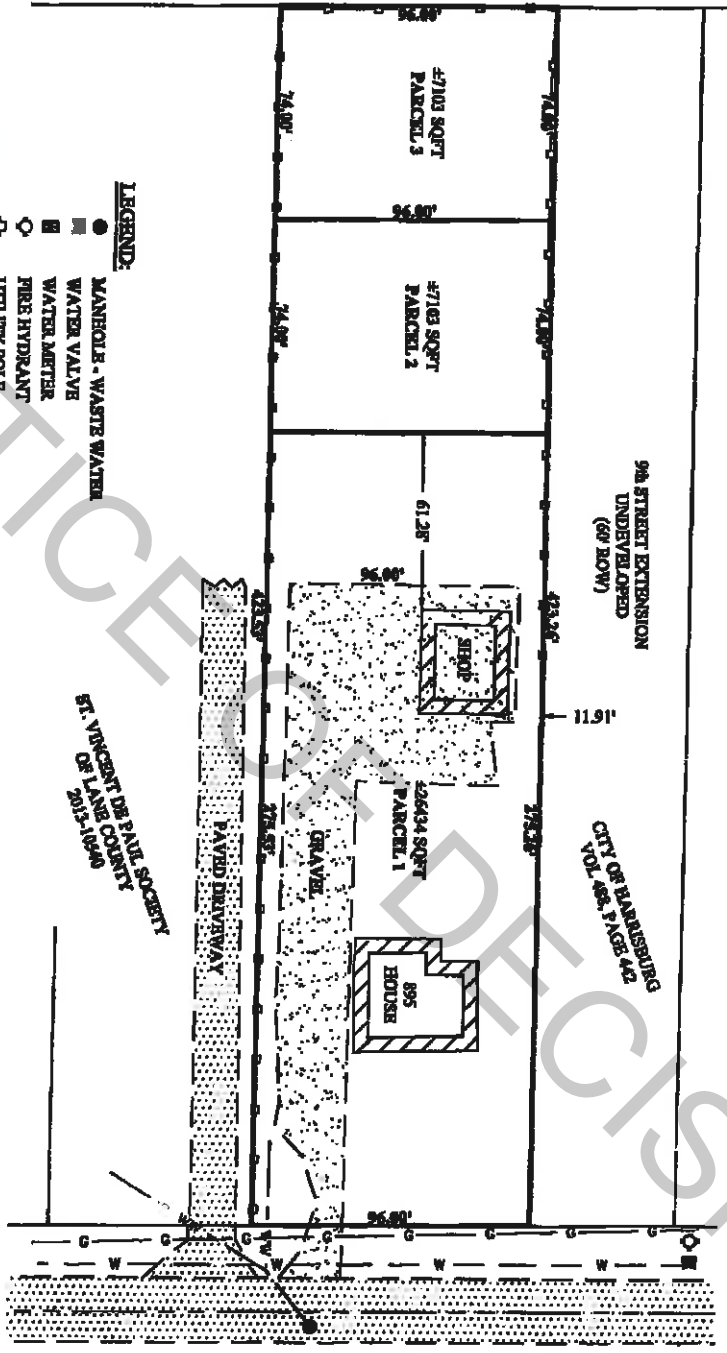
- City Limits
- Upland
- Inside
- Comp Plan**
- COMMERCIAL
- INDUSTRIAL
- GREENWAY
- LOW DENSITY RESIDENTIAL
- MEDIUM DENSITY RESIDENTIAL
- HIGH DENSITY RESIDENTIAL

MAP 15-04-15-CA-TL 3000

BRIAN & DARBI FRANSSON
 2018-8111

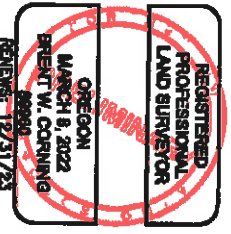
TENTATIVE PARTITION EXHIBIT

HICKMAN
 15-04-15-CA-TAXLOT 3000
 895 SOMMERVILLE LOOP
 10/03/2022



- LEGEND:**
- MANHOLE - WASTE WATER
 - WATER VALVE
 - ⊞ WATER METER
 - ⊕ FIRE HYDRANT
 - UTILITY POLE
 - WASTE WATER LINE
 - WATER LINE
 - ELECTRICAL POWER LINE
 - OVERHEAD ELECTRICAL POWER LINE
 - FENCING LINE - CYCLOPS FENCING (TYP.)

NOTE: UTILITY LOCATIONS SHOWN HEREON ARE APPROXIMATE AND SHOULD BE VERIFIED PRIOR TO DEVELOPMENT.



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HARRISBURG PLANNING COMMISSION

URBAN RENEWAL PLAN AMENDMENT

AMENDMENT 1



TIBERIUS
SOLUTIONS



ROADMAP

1. Role of Planning Commission
2. Amendment provisions
3. Process
4. Draft Motion

ROLE OF PLANNING COMMISSION

To review the Harrisburg Urban Renewal Plan Substantial Amendment for conformance to the Harrisburg Comprehensive Plan and make a recommendation to the Harrisburg City Council.

CHANGES TO THE PLAN

1. Add property
 - Parcels for water quality improvements
2. Add projects
 - Water quality improvements at both north and south water quality facilities
3. General updating of the Plan

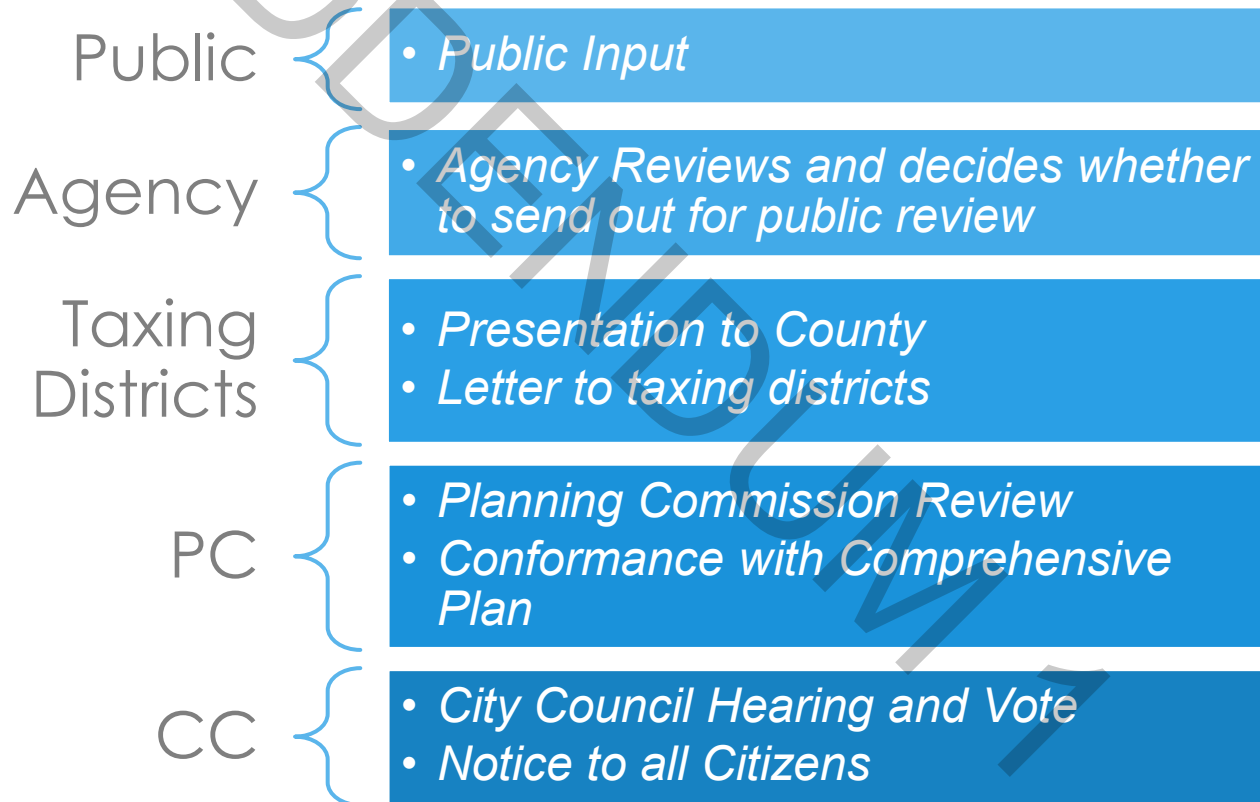
COMPREHENSIVE PLAN FINDINGS

1. Public Facilities and Services

Added:

High quality water supply and distribution systems shall be maintained to meet current and future domestic, commercial and industrial needs.

PROCESS FOR PLAN AMENDMENT ADOPTION



NEXT STEPS & SCHEDULE

1. Planning Commission Jan 17
2. County briefing and vote Jan/Feb. 2023
3. City Council public hearing and first reading of Ordinance March 14
4. City Council second reading and adoption of Ordinance March 28

SUGGESTED MOTION

“I move that the Harrisburg Planning Commission finds, based upon the information provided in the staff report and the provided attachments, that the Harrisburg Urban Renewal Plan Amendment conforms with the Harrisburg Comprehensive Plan

Optional additional language:

and further recommends that the Harrisburg City Council adopt the proposed Harrisburg Urban Renewal Plan Amendment.”

GENERAL GOVERNMENT

FYE	Linn County	City of Harrisburg	Harrisburg RFD	4H Extension District	Subtotal
2023	(\$46,502)	(\$116,188)	(\$41,256)	(\$2,556)	(\$206,502)
2024	(\$37,455)	(\$93,583)	(\$33,229)	(\$2,059)	(\$166,326)
2025	(\$37,449)	(\$93,568)	(\$33,223)	(\$2,058)	(\$166,298)
2026	(\$37,909)	(\$94,719)	(\$33,632)	(\$2,084)	(\$168,344)
2027	(\$38,459)	(\$96,093)	(\$34,120)	(\$2,114)	(\$170,785)
2028	(\$39,128)	(\$97,766)	(\$34,714)	(\$2,151)	(\$173,759)
2029	(\$39,829)	(\$99,517)	(\$35,335)	(\$2,189)	(\$176,870)
2030	(\$40,560)	(\$101,345)	(\$35,984)	(\$2,229)	(\$180,118)
2031	(\$41,324)	(\$103,253)	(\$36,661)	(\$2,271)	(\$183,509)
2032	(\$40,695)	(\$101,682)	(\$36,103)	(\$2,237)	(\$180,717)
2033	(\$40,685)	(\$101,659)	(\$36,095)	(\$2,236)	(\$180,675)
2034	(\$40,685)	(\$101,659)	(\$36,095)	(\$2,236)	(\$180,675)
2035	(\$18,371)	(\$45,903)	(\$16,298)	(\$1,010)	(\$81,581)
TOTAL					
:	(\$499,051)	(\$1,246,936)	(\$442,744)	(\$27,429)	(\$2,216,160)

EDUCATION

FYE	ESD Linn-Benton-Lincoln	Lane Community College	Harrisburg SD #7	Subtotal	Total
2023	(\$11,133)	(\$22,605)	(\$169,974)	(\$203,711)	(\$410,213)
2024	(\$8,967)	(\$18,207)	(\$136,904)	(\$164,078)	(\$330,404)
2025	(\$8,965)	(\$18,204)	(\$136,881)	(\$164,050)	(\$330,349)
2026	(\$9,075)	(\$18,428)	(\$138,564)	(\$166,067)	(\$334,411)
2027	(\$9,207)	(\$18,695)	(\$140,573)	(\$168,475)	(\$339,260)
2028	(\$9,367)	(\$19,020)	(\$143,020)	(\$171,408)	(\$345,167)
2029	(\$9,535)	(\$19,361)	(\$145,580)	(\$174,476)	(\$351,346)
2030	(\$9,710)	(\$19,716)	(\$148,254)	(\$177,680)	(\$357,799)
2031	(\$9,893)	(\$20,088)	(\$151,044)	(\$181,024)	(\$364,534)
2032	(\$9,742)	(\$19,782)	(\$148,746)	(\$178,270)	(\$358,987)
2033	(\$9,740)	(\$19,777)	(\$148,710)	(\$178,228)	(\$358,903)
2034	(\$9,740)	(\$19,777)	(\$148,710)	(\$178,227)	(\$358,903)
2035	(\$4,398)	(\$8,930)	(\$67,148)	(\$80,476)	(\$162,057)
TOTAL:	(\$119,473)	(\$242,590)	(\$1,824,108)	(\$2,186,172)	(\$4,402,331)

Schools are funded through the State School Fund on a per pupil basis: Urban Renewal indirectly impacts them.