

Planning Commission Meeting Minutes

June 18, 2024

Commissioners Present: Susan Jackson, Jeremy Moritz, Joe Neely, and Kent Wullenwaber
Absent: Rhonda Giles, Kurt Kayner, 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, who presided over the meeting.

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

APPROVAL OF MINUTES

Neely motioned to approve the minutes for January 17, 2024, February 20, 2024, and March 19, 2024, and was seconded by Wullenwaber. The Planning Commission then voted unanimously to approve the Minutes for January 17, 2024, February 20, 2024, and March 19, 2024.

PUBLIC HEARING

THE MATTER OF APPROVING A SITE PLAN REQUEST FOR THE VFC HOLDINGS RV STORAGE FACILITY AT 1070 S. 6TH STREET, LU 458-2024.

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 7:04PM, 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 summary of the application. She stated that the applicant has been in front of the Planning Commission several times. Self-service storage facilities are allowed outright in this zone.

Eldridge highlighted the following conditions and Criteria:

- Criterion 1 – Met with Condition 1: Consistency with plans.
- Criterion 2 – Met.
- Criterion 3 – Met.
- Criterion 4 – Met with Condition 2: Driveway Requirements, Condition 3: Parking Areas Markings, Condition 4: Driveway Directional Markings, Condition 5: Landscaping and Screening, Condition 6: RV Parking Spaces, Condition 7: Private Fire Hydrant, and Condition 8: Storm Drainage.
- Criterion 5 – Met.
- Criterion 6 – Met.
- Criterion 7 – Met with Condition 9: Code Violations.
- Development Concern #1 – Materials kept on property must be screened.
- Developmental Concern #2 – New or additional sign will require building permit.
- Developmental Concern #3 – SDC's payable with building permit.

Staff feels that all requirements are met and recommends approval.

APPLICANTS TESTIMONY: Vincent Ferris, applicant, stated that he did not have a lot to add. The work for the previous site plan is in progress. The code violation for having a person living in an RV on site is his caretaker for the property. Ferris asked if they could add a temporary dwelling in the existing office. Eldridge said they could and contact her in the morning.

TESTIMONY IN FAVOR, OPPOSITION AND NUTRAL TESTIMONY WAS ASKED FOR.

- None given.

The public hearing was closed at the hour of 7:46pm.

- Moritz asked if the applicant understood all the conditions especially the A.S.A.P ones, and that if certain conditions are not met, the building permit will be held-up. Ferris said he understood.
- Jackson **motioned to approve the application for an RV storage facility site plan, LU 458-2024, subject to the conditions of approval contained in the June 10, 2024 Staff Report. This motion is based on findings contained in the June 10, 2024 Staff Report and on findings made during the deliberations on the request and was seconded by Wullenwaber. The Planning Commission then voted unanimously to approve the application for a RV storage facility site plan, LU 458-2024, subject to the conditions of approval contained in the June 10, 2024 Staff Report. This motion is based on findings contained in the June 10, 2024, Staff Report and on findings made during the deliberations on the request.**

OTHERS

- Combined meeting with City Council on August 13, 2024 at 6:30pm. There will be no Planning Commission meetings on the 20th.

With no further discussion, the meeting was adjourned at the hour of 8:15 pm.

Chairperson

City Recorder

City of Harrisburg
PLANNING COMMISSION

NOTICE OF DECISION

- REQUEST:** The applicant requests approval of a site plan for VFC Holdings (LU 458-2024) to add a RV Storage Facility at 1070 S. 6th St.
- LOCATION:** The subject site is located on S. 6th St., immediately east of the Harrisburg RV Storage, and addressed as 1070 S. 6th St. It is also known as tax lot 00213 of Linn County Assessor's Map 15S04W16D.
- HEARING DATE:** June 18, 2024
- ZONING:** M-1 (Limited Industrial) & I M-2 (General Industrial)
- APPLICANT:** Vincent Ferris, dba
VFC Holdings
893 S. 9th St.
Harrisburg, OR 97446
- OWNER:** VFC Holdings LLC
893 Smith St.
Harrisburg, OR 97446
- APPEAL DEADLINE:** July 1, 2024 – 8:30am
- DECISION:** The Harrisburg Planning Commission conducted a public hearing on June 18, 2024, 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 June 18, 2024, 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(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, after 9:00am, unless an appeal has been filed with the City Recorder.

EFFECTIVE PERIOD: Site Design review 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: Driveway Requirements: ASAP – but prior to the issuance of any other building permits for this property, the driveway improvements must be made. Some of the parking spaces are already being utilized for RV's inside the fenced area; the Harrisburg Fire/Rescue District will need to have access without any problems to vehicles or equipment if any adjacent wildfire or field threatens the business, or nearby farmed properties.

Condition No. 3: Parking Areas Markings: Prior to Occupation of the planned east Storage/Office Facility, the applicant must complete and mark all parking spaces in between the two structures.

Condition No. 4: Driveway Directional Markings: ASAP – but prior to the issuance of any other building permits for this property, the driveway's outline shall be marked, and directional arrows shall be made on the driveway throughout the RV Storage complex. The first/last 272' of the driveway must be marked for two way travel.

Condition No. 5: Landscaping and Screening: Prior to occupation of the new structure planned for the site, the applicant shall show a landscaping plan showing the types of landscaping planned for these areas. An additional 625 sq. ft. of landscaping is required, and can be placed anywhere in the plan. The locations of a minimum of 4 additional trees spaced throughout the RV Storage Site plan must be shown on the plan. Trees must be planted prior to the end of 2024. Physical barriers are required near any tree located near vehicle maneuvering areas, the type and location of which shall be included on the landscaping plan.

Condition No. 6: RV Parking Spaces: ASAP – but prior to any further building permits being issued, the applicant shall adequately mark the RV parking spaces according to the proposed site plan.

Condition No. 7 – Private Fire Hydrant ASAP - and prior to any further building permits being issued, the applicant shall install a private fire hydrant, following the design requirements of PW and the local Fire Marshall. The fire hydrant shall be located near the parking light, approximately 311' from the front property line. The fire hydrant shall be protected from damage by installing a physical barrier around it; the design and type of physical barrier shall be by choice of the applicant.

Condition No. 8: Storm Drainage/HMC 13.30.080: Before further grading is done for the driveway or the RV Storage parking spaces, a preliminary grading, erosion, and

sediment control plan shall be provided, and approved by the PW Director prior to issuance of any further building permits.

Condition No. 9: Code Violation – The applicant must remedy the code violation in existence on this property before any further work is done, and this site plan approval is allowed to proceed.

DEVELOPMENT CONCERNS

DEVELOPMENT CONCERN NO. 1: If the applicant decides to keep materials such as dirt, stone, landscape pavers, or bark on the property, then it must be kept behind the secondary/smaller structure. The southern side of this area should be screened from the view of S. 6th St.

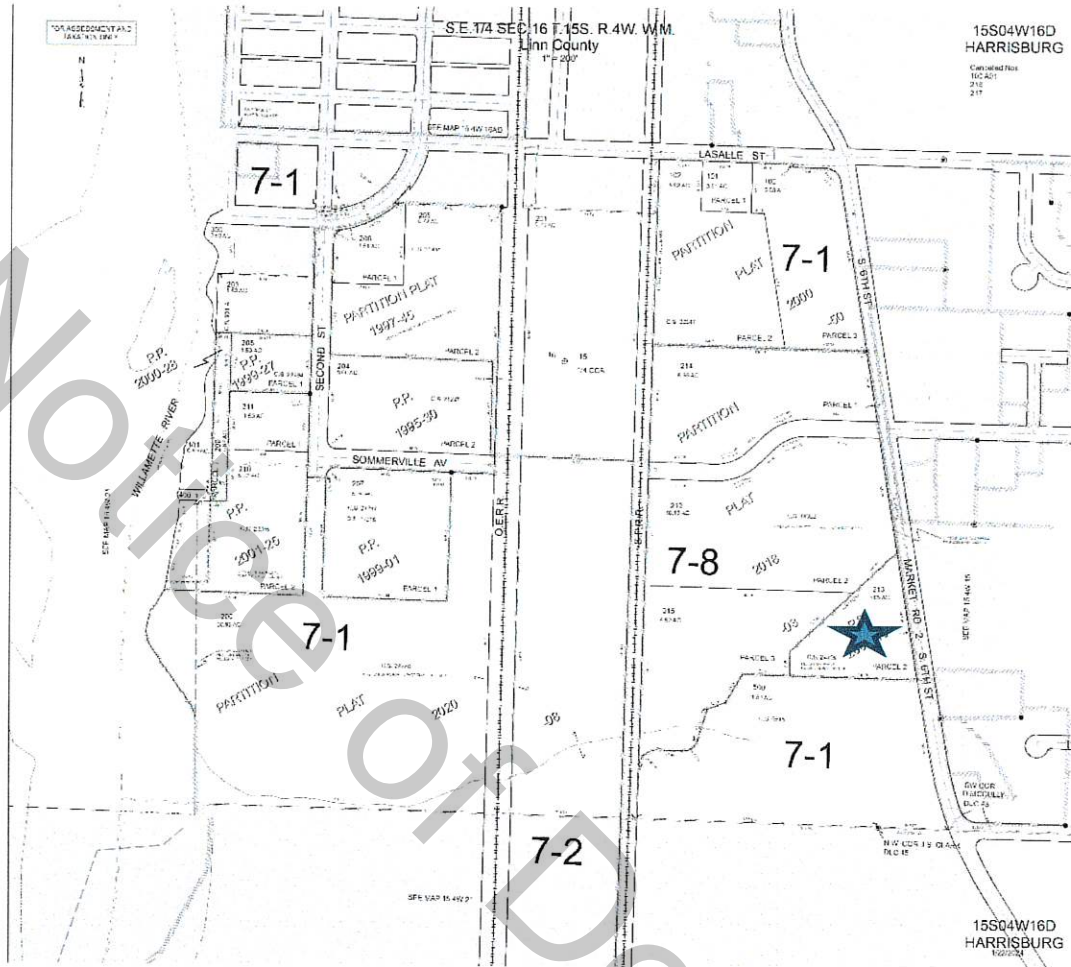
DEVELOPMENT CONCERN NO. 2: If the applicant plans on obtaining a new or additional sign, then they will be required to obtain a building permit before installation.

DEVELOPMENT CONCERN NO. 3: SDC'S for the new structure and for this project shall be due and payable at the time the new building permit is paid for.

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SAGE W. 1/4

S.E. 1/4 SEC 16 T. 15S. R. 4W. W.M.
Linn County

15S04W16D
HARRISBURG
Cancelled Plat
100-201
212
217



Not for Decision