

## Planning Commission Agenda

May 19, 2026

7:00 PM

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Chairperson: Todd Culver  
Commissioners: Rhonda Giles, Jeremy Moritz, Kurt Kayner, Kent Wullenwaber, Susan Jackson, and Stephanie Tegge  
Meeting Location: Harrisburg Municipal Center Located at 354 Smith St

### **PUBLIC NOTICES:**

1. *This meeting is open to the public and will be tape-recorded.*
2. *Copies of the Staff Reports or other written documents relating to each item on the agenda are on file in the office of the City Recorder and are available for public inspection.*
3. *The City Hall Council Chambers are handicapped accessible. Persons with disabilities wishing accommodations, including assisted listening devices, sign language assistance or interpreter services are requested to contact the City Recorder, at least 48 hours prior to the meeting date. If a meeting is held with less than 48 hours' notice, reasonable effort shall be made to have an interpreter present. The requirement does not apply to an emergency meeting as per ORS 192.630(5).*
4. *If you wish to provide testimony, and are unable to attend, please contact the City Recorder to be placed on a conference call list during the meeting.*
5. *Written testimony can be accepted until 5:30pm on the day of the meeting.*
6. *The City of Harrisburg does not discriminate against individuals with disabilities and is an equal opportunity provider.*
7. *For more information regarding items of discussion on this agenda, or to be added to our email distribution list please contact City Recorder Lori Ross, at 541-995-6655 or at [lross@ci.harrisburg.or.us](mailto:lross@ci.harrisburg.or.us).*

**CALL TO ORDER AND ROLL CALL**

**CONCERNED CITIZEN(S) IN THE AUDIENCE.** (Please limit presentation to two minutes per issue.)

**OLD BUSINESS**

**1. THE MATTER OF APPOINTING A CHAIRPERSON AND VICE-CHAIR FOR CALENDAR YEAR 2026**

**STAFF REPORT EXHIBITS:**

Exhibits: None

- ACTION:**
- 1. MOTION TO APPOINT \_\_\_\_\_ AS THE PLANNING COMMISSION CHAIRPERSON FOR THE 2026 CALENDAR YEAR**
  - 2. MOTION TO APPOINT \_\_\_\_\_ AS THE PLANNING COMMISSION VICE-CHAIRPERSON FOR THE 2026 CALENDAR YEAR**

**APPROVAL OF MINUTES**

**2. MOTION TO APPROVE THE MINUTES FOR THE SEPTEMBER 16, 2025 PLANNING COMMISSION MEETING**

**PUBLIC HEARING**

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

**STAFF REPORT- EXHIBITS:**

Exhibit A: Application Packet Materials

**ACTION: MOTION TO APPROVE/MODIFY/DENY 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 FINDINGS MADE BY THE COMMISSION DURING DELIBERATIONS ON THE REQUEST AT THE MAY 19, 2026 PUBLIC HEARING**

**WORK SESSION**

**4. THE MATTER OF REVIEWING TYPE 1 AND TYPE 2 APPLICATIONS APPROVED BY THE CITY ADMINISTRATOR/PLANNER**

**STAFF REPORT EXHIBITS:**

Exhibit A: Type I and II Administrative Decisions

**ACTION: FOR REVIEW AND DISCUSSION IF NEEDED**

**OTHERS**

**ADJOURN**

Staff Report  
Harrisburg Planning Commission  
Harrisburg, Oregon

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**THE MATTER OF APPOINTING A CHAIRPERSON AND VICE CHAIR FOR  
CALENDAR YEAR 2026**

**STAFF REPORT EXHIBITS:**

No Exhibits

- ACTION:**
- 1. MOTION TO APPOINT \_\_\_\_\_ AS CHAIRPERSON TO THE PLANNING COMMISSION FOR THE 2026 CALENDAR YEAR.
  - 2. MOTION TO APPOINT \_\_\_\_\_ AS VICE-CHAIRPERSON TO THE PLANNING COMMISSION FOR THE 2026 CALENDAR YEAR.

**MEETING DATE:** May 19, 2026

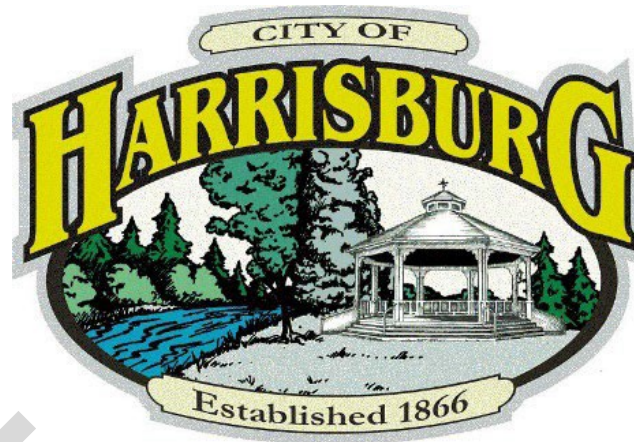
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**BACKGROUND**

The Planning Commission should first nominate a Chairperson for Calendar Year 2026, and then a Vice-Chair. The Vice-Chair runs the meetings in the absence of the Chairperson.

It's very unusual for the Planning Commission to not have any meetings prior to this month in this calendar year; most developers plan on requesting land use application during the winter months.

September 16, 2025



## Planning Commission Meeting Minutes September 16, 2025

Vice-Chairperson: Jeremy Moritz, Presiding  
 Commissioners Present: Kurt Kayner, Kent Wullenwaber, Susan Jackson, and Joe Neely  
 Commissioners Absent: Chairperson Todd Culver and Rhonda Giles  
 Staff Present: City Administrator/Planner Michele Eldridge, and Finance Director/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.

### APPROVAL OF MINUTES

Kayner motioned to approve the minutes for May 20, 2025 and June 17, 2025 and was seconded by Neely. The Planning Commission then voted unanimously to approve the Minutes for May 20, 2025 and June 17, 2025.

### PUBLIC HEARING

**THE MATTER OF A VARIANCE REQUEST FOR BOESES SHOP (ACCESSORY STRUCTURE) LU 469-2025**

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 7:04pm, 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.

September 16, 2025

**STAFF REPORT:** Eldridge gave a brief review of the application. The shop is 1200 sq ft, which is more than the 50% of dwelling allowance, which requires a variance.

Eldridge highlighted the following criteria:

- Criterion 1 HMC 19.40.040 Variances: 1 –Met with the following conditions:
  - Condition No. 1: Consistency with plans,
- Criterion 2 HMC 19.40.040 Variances: 2a – Met. 2b – Met. 2c – Met. 2d - Met with the following conditions:
  - Condition No. 2: Storm Drainage.
  - Development Concern No. 1: account for additional drainage problems.
 2e – Met. 2f – Met. 2g – Met.
- Criterion 3 HMC 19.40.050 Expiration – Met with the following condition:
  - Condition No. 3: Time limitations.

Staff feel that all requirements are met and recommends approval.

- Moritz asked that would prevent someone from converting a shop/garage to an ADU. Eldridge said that nothing can prevent it, but the City would pursue it with our code violation process.

**APPLICANT PRESENTATION:** Robert Boese stated that he has been planning this shop for a while. He has worked on the drainage issue by replacing the storm ditch to a culvert in 1/3 of his backyard. He understands that the driveway down to the proposed shop will need paving and he is also replacing the galvanized cover that is currently over his trailer.

#### **TESTIMONY IN FAVOR WAS ASKED FOR.**

- A narrated voicemail from Nancy Woods of Harrisburg, was read to the Planning Commission (**Addendum 1**).

#### **TESTIMONY IN OPPOSITION WAS ASKED FOR.**

- Jim Owens of Harrisburg spoke in opposition to the application. He is concerned that the storm water will make the water back up on his property more than it already is. Owens also said that noise on the property could be an issue.

#### **NUETRAL TESTIMONY WAS ASKED FOR.**

- None given.

The public hearing was closed at the hour of 7:33pm.

- Kayner motioned to approve the variance request for LU 469-2025, subject to the conditions of approval contained in the staff report of September 9, 2025. This motion is based on findings contained in the Staff Report of September 9, 2025, and on findings made during deliberations on the request. The motion was seconded by Wullenwaber. The Planning Commission then voted unanimously to approve the variance request for LU 469-2025, subject to the conditions of approval contained in the staff report of September 9, 2025. This motion is based on findings contained in the Staff Report of September 9, 2025, and on findings made during deliberations on the request.

#### **OTHERS:**

- Eldridge said that staff have looked at several variances regarding shop/garage sizes. She asked if we needed to revert to the previous code. If the board does not want to revert to previous code, she asked if they wanted to reduce the current \$1250.00 fee for this specific

September 16, 2025

type of variance request.

- Eldridge notified the commission that Boese received an e-mail scam looking like an invoice from the City for variance fees. The scam has already been turned into the Linn County Sheriff's Office.

**With no further discussion, the meeting was adjourned at the hour of 7:43 pm.**

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
City Recorder

Unapproved

**City of Harrisburg  
PLANNING COMMISSION**

**NOTICE OF DECISION**

**REQUEST:** The applicant requests approval of a Variance (LU #469-2025) that will allow an accessory building (secondary garage/shop) that exceeds the size requirement allowed by HMC 18.50.150(3).

**LOCATION:** 460 N. 7<sup>th</sup> St., Linn County Assessor’s Map 15S 04W 10CD, Tax Lot 04100

**HEARING DATE:** September 16, 2025

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

**APPLICANT/OWNER**

Robert L. Boese  
460 N. 7<sup>th</sup> St.  
Harrisburg, OR 97446

**APPEAL DEADLINE:** September 30, 2025

**DECISION:** The Harrisburg Planning Commission conducted a public hearing on September 16, 2025 and voted to approve the request with conditions of approval. The Planning Commission adopted the findings contained in the September 16, 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 18.50 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:** October 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 March 16, 2027.



Jeremy Moritz  
Planning Commission Vice-Chair

Notice of Decision

**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: Storm Drainage.** Concurrently with the submittal of the building permit, the applicant will provide gutters to the structure and will show where the drainage is being directed to.

**Condition No. 3. Time Limitation:** The property owner must apply for a building permit within an 18-month time limit from the approval of this variance request.

**DEVELOPMENT CONCERNS**

**Development Concern No. 1:** The applicant must account for any additional drainage problems on his lot due to the addition of this structure, and should consider the addition of French rain, or any other system of storm water control.

**From:** [Cloud PBX Voicemail](#)  
**To:** [Michele Eldridge](#)  
**Subject:** Voicemail message from "ROBERTS WOODS (+15419956753)" [00:00:17]  
**Date:** Wednesday, September 10, 2025 10:37:37 AM  
**Attachments:** [vm\\_09102025\\_10\\_36\\_03\\_AM\\_\(PDT\).mp3](#)

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# Voicemail Message Received

Dear **Michele Eldridge**,

A new voicemail message from **ROBERTS WOODS (+15419956753)** was received in your voicemail box.

Date/Time Received: 09/10/2025, 10:36:03 AM (PDT)

Duration: 00:00:17

**Voicemail transcript:**

Hi Michelle, this is Nancy woods and I just wanted to tell you guys that we are in favor of rob boyce adding his new shop if that's what he likes to do. He's very, very good neighbor. Thank you.

The attached voicemail message can be listened to on your computer, or forwarded to another email address.

To delete the message from your voicemail box, please access it from your phone, or mobile application, and delete it from there.



Make calls via a single click, receive calls anywhere, listen to your voicemail messages and access many other features of your Elevate Unified Communications service. Download the free [Windows](#), [MAC](#), [iOS](#) or [Android](#) Elevate app for your environment and boost your productivity! Please contact your system administrator for more details.

Thank you for being a valued customer!

Links contained in this email have been replaced. If you click on a link in the email above, the link will be analyzed for known threats. If a known threat is found, you will not be able to proceed to the destination. If suspicious content is detected, you will see a warning.

Staff Report  
Harrisburg Planning Commission  
Harrisburg, Oregon

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

**STAFF REPORT- EXHIBITS:**

Exhibit A: Application Packet Materials

**ACTION:** 1. **MOTION TO APPROVE/MODIFY/DENY 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 FINDINGS MADE BY THE COMMISSION DURING DELIBERATIONS ON THE REQUEST AT THE MAY 19, 2026 PUBLIC HEARING**

**APPLICANT:** Katie Keidel on behalf of Regal Homes by Shelley

**LOCATION:** 915 Sommerville Loop, Map 15S-04W-15CA, Tax Lot No. 3200

**HEARING DATE:** May 19, 2026

**ZONING:** R-1, Single-Family Residential

**OWNER:** Regal Homes by Shelley, Inc.

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**BACKGROUND**

The applicant is seeking Planning Commission approval for a Preliminary 3-Parcel Minor Partition. The subject site is 2.33 acres, and is located at 915 Sommerville Loop. The property is zoned Single-Family Residential R-1. The site contains a single-family residence with a large shop that is unattached, and two small accessory structures.

Parcel No. 1 will be 16,487 sq. ft.; Parcel 2 will be 76,711 sq. ft., and Parcel 3 will be 8,237 sq. ft. Parcel 1 has an older home that is being redeveloped, and brought up to code with the addition of a garage. The shop will be removed by the applicant; which is for the best. Otherwise it would be problematic as an accessory use with no primary use on Parcel No. 2.

**INTRODUCTION**

The applicant has submitted a Minor Partition Application for three new parcels to be created from one existing lot. The owner plans on developing this property by filing for a minor partition on a regular basis, as allowed by Oregon Statutes. They do not plan on developing Parcel 2 at this time, but while they bring Parcel No. 1 up to development code requirements, they will also be constructing a home on Parcel No. 3. The owner intends for the homes to be single family dwellings at this time.

The owner also has an approved preliminary plat for a subdivision, which was named the Sommerville Meadows Subdivision. That subdivision was approved in October of 2024. The timeframe in which they needed to submit a final plat for this subdivision was two years; therefore, there is still a valid approved preliminary plat applying to this property. In order to approve this Minor Partition request, the owner must provide the City of Harrisburg with a formal notice of withdrawal of the approved subdivision preliminary plat.

**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.

**MINOR PARTITION CRITERIA AND FINDINGS**

**19.20.020 GENERAL REQUIREMENTS.**

**1. SUBDIVISION AND PARTITION APPROVAL THROUGH TWO-STEP PROCESS. APPLICATIONS FOR SUBDIVISION OR PARTITION APPROVAL SHALL BE PROCESSED BY MEANS OF A PRELIMINARY PLAT EVALUATION AND A FINAL PLAT EVALUATION, ACCORDING TO THE FOLLOWING TWO STEPS:**

**A. THE PRELIMINARY PLAT MUST BE APPROVED BEFORE THE FINAL PLAT CAN BE SUBMITTED FOR APPROVAL CONSIDERATION; AND**

**B. THE FINAL PLAT MUST DEMONSTRATE COMPLIANCE WITH ALL CONDITIONS OF APPROVAL OF THE PRELIMINARY PLAT.**

**DISCUSSION:** The applicant is required to first obtain approval for this preliminary plat, and must meet all conditions of approval from the preliminary plat prior to filing a final plat. In addition, the applicant/owner must comply with the plans and narrative in the applicant’s proposal, except where modified by conditions and findings made by the Planning Commission.

**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.

**FINDING: By complying with the conditions of approval, the owner will meet this criterion.**

**2. COMPLIANCE WITH ORS CHAPTER 92. ALL SUBDIVISION AND PARTITION PROPOSALS SHALL CONFORM TO STATE REGULATIONS IN ORS CHAPTER 92, SUBDIVISIONS AND PARTITIONS.**

**DISCUSSION:** The Preliminary Minor Partition Proposal shall conform to state regulations in ORS Chapter 92.

**FINDING: This Minor Partition shall comply with the City of Harrisburg Development Code, which complies with ORS Chapter 92 in relation to subdivisions and partitions. The criteria have been met.**

**3. ADEQUATE UTILITIES. ALL LOTS CREATED THROUGH LAND DIVISION SHALL HAVE ADEQUATE PUBLIC UTILITIES AND FACILITIES SUCH AS STREETS, WATER, SEWER, GAS, AND ELECTRICAL SYSTEMS, PURSUANT TO CHAPTER 18.85 HMC. THESE SYSTEMS SHALL BE LOCATED AND CONSTRUCTED UNDERGROUND WHERE FEASIBLE.**

**DISCUSSION:** The parcels created through this preliminary plat process will have adequate public utilities and facilities through and by the extension of S. 9<sup>th</sup> St. Water, Sewer, Gas, Storm and Electrical Systems, pursuant to Chapter 18.85HMC, are required to be located and constructed underground in this development request. The development of S. 9<sup>th</sup> St. included planned utility stub-outs for both sewer and water lines. One of the conditions of the former preliminary plat was that the owner was required to connect Parcel 1 to the City’s water infrastructure. Previously, it has used only a well; Parcel 1 does have a sewer connection as well. Water and Wastewater and Storm Drainage will both be provided to Parcels 2 and 3 and will be further addressed by staff later in this report.

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

**FINDING: As conditioned, this criterion has been met.**

**4. ADEQUATE DRAINAGE. ALL SUBDIVISION AND PARTITION PROPOSALS SHALL HAVE ADEQUATE SURFACE WATER DRAINAGE FACILITIES THAT REDUCE EXPOSURE TO FLOOD DAMAGE AND IMPROVE WATER QUALITY. WATER QUALITY OR QUANTITY CONTROL IMPROVEMENTS MAY BE REQUIRED, PURSUANT TO CHAPTER 18.85 HMC.**

**DISCUSSION:** Parcel 1 will continue to have its stormwater routed to the southern east-west ditch that is located on Sommerville Loop. Parcel 2 shall remain vacant for the time being, but Parcel 3 will be developed later this year. The owner has not submitted a 25-Year engineered stormwater management and detention plan, and will be required to do so. The plan shall not allow impact on neighboring properties beyond the historical storm water flow. The City Engineer must approve any mitigation measures prior to Final Plat Approval.

**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.

**FINDING:** As conditioned, this criterion has been met.

**5. ADEQUATE ACCESS. ALL LOTS CREATED OR RECONFIGURED SHALL HAVE ADEQUATE VEHICLE ACCESS AND PARKING TO CITY OR PRIVATELY OWNED STREETS, AS MAY BE REQUIRED, PURSUANT TO CHAPTER [18.70](#) HMC.**

**DISCUSSION:** This partition plat is located immediately adjacent to the extension of S. 9<sup>th</sup> St. from Max Hammer Subdivision to the north, through to Sommerville Loop in the south. The owner must bring Parcel No. 1 up to current development code standards; this includes culverting the storm drainage line on Sommerville Loop, and providing curb, gutters and sidewalks from the western corner of 9<sup>th</sup> and Sommerville Loop, which is the southwestern corner of Parcel 2 to the eastern edge of Parcel 2, as required by HMC 12.10.010. Parcel 2 is a larger parcel at 76,711 sq. ft., (1.76) acres. There is no development on this lot at this current time. The owner plans on building a home on Parcel No. 3. Parking on this lot will be provided. The requirements of HMC 12.10.010 will be further addressed in this staff report.

**FINDING:** As conditioned, this criterion has been met.

**6. OFF-SITE/PUBLIC IMPROVEMENT. THE CITY MAY IMPOSE OFF-SITE OR ON-SITE PUBLIC IMPROVEMENTS AS A CONDITION(S) OF APPROVAL OF THE PRELIMINARY OR FINAL PLAT PROCESS AS MAY BE NECESSARY TO FULFILL THE PURPOSES OF HMC [19.20.010](#). [ORD. 987 § 1 (EXH. A), 2022.]**

**DISCUSSION:** This Preliminary Plat Design encourages the efficient use of land resources and public services, through orderly and efficient urbanization. The design of all parcels in the design submitted exceed the minimum standards for the R-1 zone, and therefore meet the requirements of HMC 19.20.010.

**FINDING:** This criterion has been met.

**19.20.040 LOT SIZE AVERAGING, FLAG LOTS, AND INFILL DEVELOPMENT.**

**DISCUSSION:** The layout of parcels in this preliminary plat are ideal for the way infrastructure has been provided from S. 9<sup>th</sup> St. Anticipating future development of this parcel, the design of S. 9<sup>th</sup> St. includes services that extend to properties in this development. As required, the owner has provided a possible future development plan for Parcel No. 2. **(See Exhibit A)** 7 more lots could be added on 9<sup>th</sup> St., south of Parcel 3. A flag lot access for another 4 lots is provided on the east side of Parcel 1. The Planning Commission will not approve the design for Parcel 2, other than knowing that it will remain vacant for the time being. The Planning Commission will discuss a slight problem with the code in relation to HMC 19.20.040(2) and 19.20.40(4), after the preliminary plat request is concluded.

**FINDING: As designed, this criterion has been met.**

**19.20.050 PRELIMINARY PLAT SUBMISSION REQUIREMENTS:**

**Discussion:** Under General Submission Requirements, this application is for a preliminary partition plat, which shall be processed as a Type III Review, requiring a public hearing, and notifications to all neighbors. All publications and notification requirements were completed. The applicant has provided the minimum requirements as per HMC 19.20.050(2). Because this is a minor partition application, with one existing lot, and one that will be built on later this year, the City Planner will not require a Public Facilities and Services Impact Study, nor will the City require a traffic impact analysis.

**FINDING: The preliminary plat submission requirements have been met.**

**19.20.060 PRELIMINARY PLAT APPROVAL CRITERIA – PARTITION.**

**A. THE LAND DIVISION APPLICATION MEETS THE REQUIREMENTS OF HMC 19.20.020 AND THIS SECTION.**

**DISCUSSION:** As noted previously the applicant has met the requirements of HMC 19.20.020. This preliminary plat must be approved before the applicant may apply for the final plat, and after the applicant has demonstrated compliance with all conditions of approval as provided in this staff report.

**FINDING: This criterion has been met.**

**B. THE PROPOSED LOTS CONFORM TO APPLICABLE PROVISION REQUIREMENTS OF CHAPTER 18.45 HMC FOR THE ASSIGNED ZONE(S).**

**DISCUSSION: SINGLE** Family Unattached Dwellings are an allowed outright use within the R-1 zone. Density allowances in the R-1 zone are a minimum of 1, and a maximum of 6. This property allows 3 lots, and therefore meets the minimum standards required

by the R-1 zone. The minimum square footage of property for a Single-Family Unattached Dwelling is 6,000 sq. ft. for interior lots, which is exceeded by both Parcels 1 and 3. A corner lot is required to be 7,000 sq. ft., and applies to Parcel 2. The minimum width and length in the R-1 zone for interior lots is 50' wide, and 80' long. Parcels 1 and 3 exceed these requirements. Parcel 2, as a corner lot, is required to be 60' wide, and 80' in depth, and far exceeds these requirements.

**FINDING: This criterion has been met.**

**C. ALL LOTS ARE SERVED BY PUBLIC FACILITIES INCLUDING WATER, SEWER, ELECTRICITY, SURFACE WATER DRAINAGE, AND STREETS, OR PRIVATE FACILITIES IF APPROVED BY THE CITY ENGINEER.**

**DISCUSSION:** All lots in this minor partition will be served by public facilities, including water, sewer, electricity, surface water drainage, and streets. Surface Water Drainage has been addressed in Condition No. 4.

**FINDING: As conditioned, this criterion has been met.**

**D. THE PROPOSED SURFACE WATER DRAINAGE FACILITIES CONFORM TO APPLICABLE ENGINEERING STANDARDS.**

**DISCUSSION:** The applicant has not submitted a 25-year engineered stormwater management and detention plan, showing no impact on neighboring properties beyond historical storm water flow. This plan is required, and 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.

**FINDING: As conditioned, this criterion has been met.**

**E. ALL NECESSARY PUBLIC AND/OR PRIVATE EASEMENTS ARE IN PLACE TO BUILD/SERVICE AND MAINTAIN ALL UTILITIES, AND ANY PRIVATE ACCESS LANES OR STREETS.**

**DISCUSSION:** There are no private access lanes required in this partition plat, as all proposed lots are served by S. 9<sup>th</sup> St. or Sommerville Loop. A public utility easement shall be maintained at 7' on the western side of the parcel, as shown on the proposed layout with utilities map in Exhibit A. The owner shall also provide a 25' drainage easement for the north property line. The Local Wetlands Inventory of 2011 does show what is referred to as a "waterway" along this entire north of the original parcel, but there are no wetlands shown. Because of this distinction, no structures may extend into this area. This leaves the builder with 49' of buildable width.

**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.

**FINDING: As conditioned, this criterion has been met.**

**F. ALL LOTS DEMONSTRATE COMPLIANCE WITH PUBLIC FACILITIES MASTER PLANS INCLUDING ANY REQUIRED OFF-SITE IMPROVEMENTS, AND EASEMENTS FOR PLANNED TRAILS OR UTILITY IMPROVEMENTS, THAT ARE REQUIRED TO MITIGATE THE IMPACTS OF DEVELOPMENT.**

**DISCUSSION:** All lots demonstrate compliance with Public Facilities Master Plans, and there is no requirement for off-site improvements, or easements, other than that for stormwater and utilities as shown on the preliminary plat site plan. As required in Condition No. 4, the owner will need to comply with a 25-year engineered stormwater management and detention plan, showing no impact on neighboring properties beyond historical storm water flow. This plan is required, and 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.

In addition, the HMC 12.20.010 requires street trees to be provided for any structure that is over 1,000 sq. ft. in size. The Street Tree fee is established by Council resolution and shall be paid at the time a building permit is taken out for new construction. The Public Works Director will plant the tree during a time at which it will be able to establish itself. The Public Works Director will work with the builder and/or occupants on what kind of street tree will be planted, and in relation to its location.

**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 residents on type of tree and location on Parcel 3.

**FINDING: As previously conditioned, this criterion has been met. As required by Development Concern A, Street Trees, this design requirement will be met.**

**19.20.080 FINAL PLAT SUBMISSION AND APPROVAL CRITERIA FOR PARTITIONS.**

**1. Submission. The applicant shall submit the final plat within two years of final approval of the preliminary plat by the City Administrator. The format of the plat shall conform to ORS Chapter [92](#).**

**DISCUSSION:** A condition shall be that the final plat is submitted within a two-year period, and that the final plat must be consistent with the approved preliminary plat, including required conditions of approval.

**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.

**FINDING: As conditioned, this criterion has been met.**

**Chapter 18.60 DESIGN STANDARDS ADMINISTRATION:**

**18.60.020 Applicability**

**DISCUSSION:** Table 18.60.020 shows applicability of design standards to approvals and permits for Type III and Type IV decisions. In table 18.60.020, Applicability of Design Standards to Approvals and Permits, a minor partition of 1 to 3 lots must comply with the design standards in HMC 18.70, Access Circulation; HMC 18.75, Landscapes and Screening (for Flag Lots); HMC 18.80 Parking and Loading (if use exists), and HMC 18.85 Public Facilities.

**FINDING: As discussed further, these criteria will each be addressed, and will typically be a building development requirement, rather than a condition of approval. This criterion has been addressed and met.**

**18.70.030 VEHICULAR ACCESS AND CIRCULATION.**

**1. Purpose and Intent.** This section implements the street access policies of the City of Harrisburg transportation system plan and serves as the street access management policy of the City of Harrisburg with the City’s Transportation System Plan. It is intended to promote safe vehicle access, circulation, and egress to properties, while maintaining traffic operations in conformance with adopted standards. “Safety,” for the purposes of this chapter, extends to all modes of transportation.

**2. Permit Required.** Vehicular access to a public street (e.g., a new or modified driveway connection to a street or highway) requires an approach permit approved by the applicable roadway authority. The City Administrator reviews permit requests for connections to City streets through a Type I procedure.

**DISCUSSION:** The purpose of a minor partition is to create developable parcels, and as such, all new parcels, when developed, will require driveway connections. The owner doesn’t plan on building on Parcel 2 at this time. Parcel 1 has an existing driveway. The owner will be working on a right-of-way permit to slightly change the access from Sommerville Loop to Parcel 1. The first 25’ of each leg of a circle driveway must be paved. This is a development requirement. Parcel 3 will have access to S. 9<sup>th</sup> St. The Type I permit requirements will apply to each property as it is developed further.

One of the conditions in the previous preliminary plat was to remove a driveway that is considered dangerous, due to its proximity to the corner. That condition will also apply to this Minor Partition and will be addressed in a different condition.

**FINDING: Driveways for Parcel 1 and 3 are part of a Type I permit process when development occurs. As conditioned further in this staff report, the owner will be required to remove the existing driveway on the southwest corner of Parcel 2. As conditioned, this criterion has been met.**

**3. Traffic Study Requirements. The City, in reviewing a development proposal or other action requiring an approach permit, may require a traffic impact analysis or other traffic engineering analysis, pursuant to HMC [18.85.020](#), to determine compliance with this code.**

**DISCUSSION:** The applicant is filing this minor partition application and will develop only one or two dwellings a year. As such, no traffic study requirement will apply to this development.

**FINDING: This criterion does not apply.**

**4. Approach and Driveway Development and Circulation Standards. Approaches and driveways shall conform to all of the following development standards:**

**a. The number of approaches on higher classification streets (e.g., collector and arterial streets) shall be minimized; where practicable, access shall be taken first from a lower classification street.**

**b. Approaches shall conform to the spacing standards of subsections (4)(e) and (f) of this section, and shall conform to minimum sight distance and channelization standards of the roadway authority.**

**c. Driveways shall be paved and meet applicable construction standards.**

**d. (1) Private or public driveways exceeding 150 feet and/or as the sole access for three or more homes shall have a paved driving surface of at least 25 feet (26 feet if abutting a fire hydrant, with an unobstructed width of 20 feet) and an unobstructed vertical clearance of not less than 14 feet.**

**DISCUSSION:** S. 9<sup>th</sup> St. was designed and constructed by the City; the City will therefore work with the Applicant/owner to determine the placement of driveways for Parcel 3, and driveways for the future development of Parcel 2 when/if that occurs. Parcel 1 will continue to have the connection to Sommerville Loop, which is a collector street. Parcel 1 is adjacent to a possible future flag lot access way/driveway, depending upon how the developer intends to move forward in his design ideas. The owner has been asked to shift the circle driveway slightly to the west, in order to create more separation between these two driveways. Combining them into one driveway is

problematic as they would be required to have a maintenance agreement. All driveways leading to dwellings shall be paved and meet City specifications. This is a development concern, rather than a condition, and will be required in a Type 1 permit when homes are constructed.

**B. Paved Driveways:** All new driveways onto S. 9<sup>th</sup> 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.

**FINDING:** As required by Development Concern B, Paved Driveways, this design requirement will be met.

**HMC 18.70.030 (2)(3)(e)(f)(h-t) Vehicular Access and Circulation - Continued**

**DISCUSSION:** Both 9<sup>th</sup> St. and Sommerville Loop are City streets that have been completed; therefore these are some of the only sections of HMC 18.70 that are applicable to the development planned.

**g. Where applicable codes require emergency vehicle access, approaches and driveways shall be designed and constructed to accommodate emergency vehicle apparatus and shall conform to applicable fire protection requirements. The City Engineer or authorized City representative may restrict parking, require signage, or require other public safety improvements pursuant to the recommendations of an emergency service provider.**

**DISCUSSION:** Parcels 1 and 3 are the only parcels that are being developed at this time. As such, both properties will require a paved driveway. On Parcel 1, only the first 25' of driveway on both legs of the circle driveway is required to be paved. Parcel 2 is not being developed at this time and has full access from most of S. 9<sup>th</sup> St., as well as Sommerville Loop. As such, they are not required to further develop emergency vehicle access on the east side of Parcel 1.

**FINDING:** This criterion is met.

**u. Except as otherwise required by the applicable roadway authority or waived by the City Engineer, temporary driveways providing access to a construction site or staging area shall be paved or graveled to prevent tracking of mud onto adjacent paved streets.**

**DISCUSSION:** Temporary Driveways established during construction of homes on Parcel 3 will be required to follow erosion control requirements. This is a development concern.

**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.

**FINDING:** As required by Development Concern No. B, this design standard will be met.

**v. Development that increases impervious surface area shall conform to the storm drainage and surface water management requirements of HMC [18.85.050](#).**

**DISCUSSION:** Any development of Parcels No. 1, 2 and 3 that increases impervious surface area will be required to conform to storm drainage and surface water management requirements of HMC 18.85.050. This shall be addressed further in this staff report in the review of HMC 18.85.050, as well as in Condition No. 2.

**FINDING:** As required by HMC 18.85.050 further in this staff report, and Condition No. 2, this requirement will be met.

**HMC 18.70.030(5-7)(9-10) Vehicular Access and Circulation continued:**

**DISCUSSION:** Because the City is responsible for design and construction of S. 9<sup>th</sup> St., these particular code requirements do not apply to this applicant’s project. The following sections of code do apply:

**8. Vision Clearance. No visual obstruction (e.g., sign, structure, solid fence, or shrub vegetation) between three feet and eight feet in height shall be placed in “vision clearance areas” at street intersections, as illustrated. The minimum vision clearance area may be modified by the City Engineer through a Type I procedure, upon finding that more or less sight distance is required (i.e., due to traffic speeds, roadway alignment, etc.). Placement of light poles, utility poles, and tree trunks should be avoided within vision clearance areas.**

**DISCUSSION:** This development concern will be applicable to the development of Parcels 2.

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

**FINDINGS:** As required by development concern No. D., any placement of landscaping on Parcel 2 near the intersection of S. 9<sup>th</sup> St. and Sommerville Loop, will require that vision clearance requirements be met.

**HMC CHAPTER 18.75 LANDSCAPING, FENCES AND WALLS, OUTDOOR LIGHTING**

**18.75.020 Applicability.**

**DISCUSSION:** HMC 18.75.020 establishes that design standards for landscaping and screening applies to land division approval.

**FINDING:** These design standards shall be applied to this minor partition, and as such, are being met.

**18.75.030 Landscaping and Screening**

**DISCUSSION:** HMC 18.75.030 does apply to this minor partition, and as such, includes the standards in Tables 18.45.040.4. Special use requirements under 18.55 are not applicable to a permitted outright use of property, such as R-1 zones and planned single family dwellings in this minor partition. Property owners are required to maintain landscaping and screening pursuant to HMC 18.75.030(7). Table 18.45.040.4(2) lists the Minimum Landscape Area, which can include plant areas and some non-plant areas as allowed under HMC 18.75.030. In an R-1 zone, the lesser of the front and side yards, or 30% of the lot shall be landscaped according to standards in HMC 18.75.030(3) Plant Selections. A formal landscape plan shall be submitted with the building permit application. Parcel No. 1 exceeds the 30% landscaping requirements for the lot at this time, due to existing grass, shrubs and trees. This is a development standard.

**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.

**FINDINGS:** As required by Development Related Concern No. E, This design concern has been met.

**18.75.040 Fences and Walls**

**DISCUSSION:** The development of Parcels 2 and 3 does not require fences. Any fences added to the property in the future will be required to meet the standards in this section, and as required in Table 18.45.040.4. Height is determined by the location of the fence on the residential property.

**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.

**FINDING: As a Development Related Concern, the Applicant of the property is put on notice as to the design requirements of any fence they decide to install. As such, this development related concern has been met.**

**18.75.050 Outdoor Lighting**

**DISCUSSION:** The development of Parcels 2 and 3 does not require outdoor lighting. However, the installation of any lighting will follow the standards of HMC 18.75.050(3).

**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).

**FINDING: As a Development Related Concern, the Applicant of the property is put on notice as to the design requirements of any outdoor lighting they decide to install. As such, this development related concern has been met.**

**HMC CHAPTER 18.80 PARKING AND LOADING**

**18.80.020 Applicability and General Regulations**

**DISCUSSION:** Parking regulations of this chapter apply to residential parking areas in all residential zones, and as such, apply to all 3 parcels. For a single-family dwelling, as per table 18.80.030.1, there is a minimum parking standard of two spaces required per dwelling. As already noted in this staff report, all driveway and parking pads are required to be paved.

**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.

**FINDING: As a Development Related Concern, the Applicant of the property is required to provide the minimum parking requirements for any dwellings that are constructed. This development related concern has been met.**

**HMC 18.85 PUBLIC FACILITIES**

**18.85.010 Purpose and Applicability**

- 1. Purpose.** The standards of this chapter implement the public facility policies of the City of Harrisburg comprehensive plan and the City’s adopted public facility master plans.
- 2. Applicability.** This chapter applies to developments subject to land division (subdivision or partition) approval and developments subject to site design review where public facility improvements are required. All public facility improvements within the City shall occur in accordance with the standards and procedures of this chapter.

**3. Public Works/Engineering Design Standards.** All public facility improvements, including, but not limited to, sanitary sewer, water, transportation, surface water and storm drainage, and parks projects, whether required as a condition of development or provided voluntarily, shall conform to the City of Harrisburg “design manual.” Where a conflict occurs between this code and the manual, the provisions of the design manual shall govern.

**4. Public Improvement Requirement.** No building permit may be issued until all required public facility improvements are in place and approved by the Public Works Director and/or City Engineer, or otherwise bonded. The City may allow deferral of required public improvements and require the applicant to record certification of nonremonstrance in conformance with the provisions of this code and the design manual.

**5. Improvements required as a condition of development approval, when not voluntarily provided by the applicant, shall be roughly proportional to the impact of the development on public facilities.** Findings in the development approval shall indicate how the required improvements directly relate to and are roughly proportional to the impact of development. [Ord. 987 § 1 (Exh. A), 2022.]

**DISCUSSION:** The standards of Public Facilities apply to all developments subject to land division, which includes a minor partition. As such, the public facility improvements shall apply to the section of Parcels 1 and 2 abutting Sommerville Loop. The applicant shall be required to culvert the stormwater ditch on Sommerville Loop, and to install curbs, gutters and sidewalks in accordance with the City of Harrisburg specifications. Parcel 2, although vacant at this time, could be built at any time with building code approval from the City of Harrisburg, if it met development standards. The applicant could build on both Parcel 3 and Parcel 2 at the same time and then could further divide the property in the future. As such, this condition is applicable to both Parcels 1 and 3.

**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.

This Minor Partition does not create a flag lot currently, as Parcel 2 is still open to both S. 9<sup>th</sup> St. and Sommerville Loop. As noted above, the property owner could build on any portion of Parcel 2 if it meets development and building code standards. Parcel 2 does have multiple water and sewer lateral lines located on S. 9<sup>th</sup> St. These were installed by the City of Harrisburg during that public improvement, based on our agreement with the previous owner. This site plan and proposed future conceptual development plans will likely coincide with the locations of these utilities. However, the City Engineer did note that the owner has not shown where the utility lines providing water and sewer to Parcel 3 are located. As such, they will be required to provide this

prior to submitting the final plat. The City Engineer also noted the Stormwater requirements, which are already conditioned in this Staff Report.

**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.

**FINDINGS: As conditioned, the criterion has been met.**

**18.85.020 Transportation Standards.**

**DISCUSSION:** The owner is not required to provide a street in this minor partition, as they could sell Parcel 2, or put a house on any location on the property, as long as they follow city design and building code standards. In relation to HMC 18.85.020(4)(b) Access Ways, and HMC 18.85.020(4)(c), Connectivity to Abutting Lands, there is no need for access ways, or connectivity to abutting lands in relation to the development of this minor partition, because Parcel 2 currently provides full access. In relation to HMC 18.85.020(6) Fire Code Standards, the City has provided information to the Harrisburg Fire/Rescue District, who has had no comments in relation to this partition. HMC 18.85.020(15) Mailboxes, does require that the mailboxes installed must conform to the requirements of the United States Postal Services and the State of Oregon Structural Specialty Code. The applicant will need to consult with the City in relation to the location of the mailboxes, and the type of mailboxes will need to conform to the requirements of the local USPS office. This is a development concern.

**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.

**FINDING: As a Development Related Concern, the applicant of the property is required to provide the mailbox receptacles as required, prior to occupancy. This development concern has been met.**

**18.85.030 Public Use Areas.**

**DISCUSSION:** This minor partition is not required to dedicate any property for public uses, nor is it large enough for the City to consider purchasing property for a public use.

**Finding: This criterion is not applicable to this Minor Partition**

**18.85.040 Sanitary Sewer and Water Service Improvements**

**1. Sewers and Water Mains Required. All new development requiring land use approval is required to connect to City water and sanitary sewer systems. Sanitary sewer and water system improvements shall be installed to serve each new development and to connect developments to existing mains in accordance**

with the adopted facility master plans and applicable engineering/public works design standards. Where streets are required to be stubbed to the edge of the subdivision, sewer and water system improvements and other utilities shall also be stubbed with the streets, except as approved by the City Engineer where alternate alignment(s) are provided consistent with the adopted public facility master plan.

**DISCUSSION:** Sewer and Water Laterals are present in S. 9<sup>th</sup> St., but the applicant has not shown where they will be located in relation to Parcel 3. This has been conditioned. Connection Fees, Meter Drop Fees, and Utility Deposits will be the responsibility of the owner/builder. The final plat may not be submitted until infrastructure serving Parcel 3, is installed, and has been approved by the PW Director and City Engineer. The payment for water and sewer service connections are required prior to recording the final plat.

**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.

**Finding:** As conditioned, the standards required by HMC 18.85.040 have been met.

**HMC 18.85.050 Storm Drainage and Surface Water Management Facilities**

**1. General Provisions.** The City shall issue a development permit only where adequate provisions for storm water runoff have been made in conformance with a 25-year storm plan. All applications for developments that increase impervious surface must submit a specific storm water plan with their application unless waived by the City Engineer.

**2. Accommodation of Upstream Drainage.** Culverts and other drainage facilities shall be large enough to accommodate existing and potential future runoff from the entire upstream drainage area, whether inside or outside the development. Such facilities shall be subject to review and approval by the City Engineer.

**3. Effect on Downstream Drainage.** Where it is anticipated by the City Engineer that the additional runoff resulting from the development will overload an existing drainage facility, the City shall withhold approval of the development until provisions have been made for improvement of the potential condition or until provisions have been made for retention of additional runoff caused by the development in accordance with City standards.

**DISCUSSION:** The applicant/owner did not submit a storm water plan. A 25-year storm plan must be provided as a condition of this partition. As noted previously, Condition No. 4 will apply to this minor partition request. The City Engineer must approve any proposed mitigation measures prior to final plat approval.

The 25-year storm plan must factor in the effects on downstream, and upstream drainage. If the additional runoff resulting from the development will overload an existing drainage facility, then prior to recording the Final Plat, provisions shall be made for retention in accordance with city standards, as determined by the City Engineer.

**FINDING: As required in Condition No. 4, this criterion has been met.**

**4. Over-Sizing. The City may require as a condition of development approval that sewer, water, or storm drainage systems serving new development be sized to accommodate future development within the area as projected by the applicable facility master plan. In these instances, the City may authorize cost-recovery or cost-sharing methods as provided under State law.**

**DISCUSSION:** This area of town has an established subdivision to the north, and an approved preliminary plat for the Castleberry Crossing Subdivision to the south. There is no need for any oversizing.

**FINDING: This criterion does not apply.**

**5. Existing Watercourse. Where a proposed development is traversed by a watercourse, drainage way, swale, channel, or stream, there shall be provided a storm water easement or drainage right-of-way conforming substantially with the lines of such watercourse and such further width as will be adequate for conveyance and maintenance to protect the public health and safety. All applications for site plan review, subdivision, and partitions must submit a specific storm water plan with their application unless waived by the City Engineer. [Ord. 987 § 1 (Exh. A), 2022.]**

**DISCUSSION:** As previously discussed, the applicant hasn't submitted a 25-year engineered stormwater plan. The plan must approved by the City Engineer. This is addressed in Condition No. 4. In addition, there is a watercourse, as shown on the City's Local Wetlands Inventory map and by Linn County GIS on the northern line of the original parcel. The applicant has shown a 25' drainage easement on the north property lines of Parcel 2 and 3. This is required to be shown on the Final Plat, as conditioned previously in the Staff Report.

**FINDING: As already required in Condition of Approval No. 5, this criterion has been met.**

**18.85.060 Utilities**

**The following standards apply to new development where extension of electric power, natural gas or communication lines is required:**

**1. General Provision. The Applicant of a property is responsible for coordinating the development plan with the applicable utility providers and paying for the**

extension and installation of utilities not otherwise available to the subject property.

**2. Underground Utilities.**

**a. General Requirement.** The requirements of the utility service provider shall be met. All utility lines in new subdivisions, including, but not limited to, those required for electric, communication, lighting, and related facilities, shall be placed underground, except where the City Administrator or Planning Commission determines that placing utilities underground would adversely impact adjacent land uses. The City Administrator or Planning Commission may require screening and buffering of aboveground facilities to protect the public health, safety, or welfare.

**b. Subdivisions and Partitions.** In order to facilitate underground placement of utilities, the following additional standards apply to all new subdivisions:

(1) The Applicant shall make all necessary arrangements with the serving utility to provide the underground services. Care shall be taken to ensure that no aboveground equipment obstructs vision clearance areas for vehicular traffic, per Chapter [18.70](#) HMC, Access and Circulation.

(2) The City Engineer reserves the right to approve the location of all surface-mounted facilities.

(3) All underground utilities installed in streets must be constructed and approved by the applicable utility provider prior to the surfacing of the streets.

(4) Stubs for service connections shall be long enough to avoid disturbing the street improvements when service connections are made.

**3. Exception to Undergrounding Requirement.** The City or Planning Commission may grant exceptions to the undergrounding standard where existing physical constraints, such as geologic conditions, streams, or existing development conditions make underground placement impractical. [Ord. 987 § 1 (Exh. A), 2022.]

**DISCUSSION:** The applicant is responsible for utilities being installed on private property. As already required in Condition No. 3, all utilities will be located underground. The City will work with the applicant, and the PW Director or City Engineer can make exceptions based upon field conditions during planning and installation.

**FINDING:** As conditioned, this criterion has been met.

**18.85.070 Easements.**

**1. Provision.** The Applicant shall coordinate with the City and applicable utility providers in meeting the needs of each utility franchise for the provision and dedication of utility easements necessary to provide full services to the development.

**2. Standards.** Utility easements shall conform to the requirements of the utility service provider. All other easements shall conform to the City of Harrisburg engineering design standards/public works design standards.

**3. Recordation.** All easements for sewers, storm drainage and water quality facilities, water mains, electric lines, natural gas lines, or other utilities shall be recorded and referenced on a survey or final plat, as applicable. See Chapter [19.15 HMC](#), Site Design Review, and Chapter [19.20 HMC](#), Land Divisions and Property Line Adjustments. [Ord. 987 § 1 (Exh. A), 2022.]

**DISCUSSION:** This minor partition will use the existing 7' PUE on the west property line to install public utilities as required by city specifications. Condition No. 5 includes Easements, and addresses the 25' storm easement on the north property line affecting both Parcels 2 and 3. No structure is allowed with the 25' storm easement on either parcel.

**FINDING:** As previously conditioned, this criterion has been met.

**PLANNING COMMISSION ACTION**

The Planning Commission has three options with respect to the subject applications. They can:

- 1. Approve the request;
- 2. Approve the request with modifications/conditions; or,
- 3. Deny the request.

**PLANNERS RECOMMENDATION:**

The Planner recommends that the Planning Commission review the materials submitted in response to direction and make a determination on the Regal Homes by Shelley, LLC Minor Partition, LU 470-2026.

**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: 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. 9<sup>th</sup> 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. 9<sup>th</sup> and Somerville Loop will require that vision clearance standards are met.

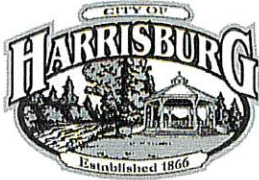
**E. Landscaping:** Any development of Parcels 2 and 3 will require that a landscape plan is submitted with the building permit, according to the size requirement of 30% of the lot, or the lesser of the front and side yards. The landscape plan shall include the types of plants as required in HMC 18.75.030(3).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



City of Harrisburg  
 120 Smith Street  
 Harrisburg, OR 97446  
 Phone (541) 995-6655  
[www.ci.harrisburg.or.us/planning](http://www.ci.harrisburg.or.us/planning)

**LAND USE APPLICATION**

STAFF USE ONLY	
File Number:	470-2026
Date Received:	4/23/26
Fee Amount:	\$1250 pd-

APPLICATION TYPE	
<input type="checkbox"/> Annexation*	<input type="checkbox"/> Property Line Adjustment
<input type="checkbox"/> Comprehensive Plan Amendment*	<input checked="" type="checkbox"/> Partition/Replat* <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">Minor</span> Major
<input type="checkbox"/> Conditional Use Permit*	<input type="checkbox"/> Site Plan Review*
<input type="checkbox"/> Historic Permit*	<input type="checkbox"/> Site Plan Review – Parking Only
<input type="checkbox"/> Resource Alteration	<input type="checkbox"/> Subdivision/Replat*
<input type="checkbox"/> Resource Demolition	<input type="checkbox"/> Vacation of street, alley or easement
<input type="checkbox"/> Historic Review – District	<input type="checkbox"/> Variance*
<input type="checkbox"/> Legal Lot Determination	<input type="checkbox"/> Zone Map Change*
*A Pre-Application Conference with City Staff is Required	
<input type="checkbox"/> Zoning Ordinance Text Amendment*	

PLEASE PROVIDE A BRIEF SUMMARY OF THE PROPOSAL	
Project Description	tentative partition plan to create three new parcels out of one existing parcel with an existing dwelling. the existing dwelling will remain on Parcel 1.
Project Name	Sommerville Meadows

PRIMARY CONTACT AND OWNER INFORMATION	
Applicant's Name	Katie Keidel, Assoc. Planner c/o Metro Planning, Inc.
Phone	541 302-9830
Email	kkeidel@metroplanning.com
Mailing Address	846 A St., Spfld, OR 97477
Applicant's Signature	k.keidel
Date	04/06/2026
Property Owner Name	Regal Homes by Shelley, Inc.
Phone	See Applicant
Email	See Applicant
Mailing Address	1163 Spruce St., Junction City, OR 97448
Owner Signature	Doug Shelley
Date	
*If more than one property owner is involved, provide a separate attachment listing each owner or legal representative and their signature.	

PROPERTY DESCRIPTION (general vicinity, side of street, distance to intersection, etc.)	
Street Address	915 Sommerville Loop
General Location Description	northeast corner of Sommerville Loop and S 9th Street
Assessor's Map Number(s)	Related Tax Lot(s)
Map #	Tax Lot(s) #
15S04W15CA	03200
The Assessor's Map Number (Township, Section and Range) and the Tax Lot Number (parcel) can be found on your tax statement, at the Linn County Assessor's Office, or online at <a href="http://linn-web.co.linn.or.us/propertywebquerypublic/">http://linn-web.co.linn.or.us/propertywebquerypublic/</a>	
Lot Area	+/- 2.3 acres

LAND USE AND OVERLAY ZONES	
Existing Zone(s)	R-1
Existing Comprehensive Plan Designation(s)	Low Density Residential
Please select any of the following zone overlays or natural areas that apply to the subject site:	
<input type="checkbox"/> Historic Overlay	<input type="checkbox"/> Willamette River Greenway
<input type="checkbox"/> Riparian Corridors	<input type="checkbox"/> Wetlands
<input type="checkbox"/> Floodplain	
*Please include a discussion in the project narrative indicating how these overlays affect your proposal. For more information about any of these overlays, please contact the City Planner at (541) 995-6655.	

CHECK THE BOX NEXT TO INCLUDED EXHIBITS	
<input checked="" type="checkbox"/> Narrative* (address all applicable HMC review criteria)	<input type="checkbox"/> Architectural Elevations
<input type="checkbox"/> Assessor's Map with Applicable Tax Lots Highlighted	<input type="checkbox"/> Architectural Floor Plans
<input type="checkbox"/> Site Plan	<input checked="" type="checkbox"/> Utilities Plan
<input type="checkbox"/> Survey / ALTA	<input type="checkbox"/> Geotechnical Report/Site
<input type="checkbox"/> Aerial Photograph / Existing Land Use(s) Map	<input type="checkbox"/> Assessment
<input type="checkbox"/> Zoning Map (if applicable, show proposed change(s))	<input type="checkbox"/> Electronic Versions of Exhibits
<input type="checkbox"/> Comprehensive Plan Map(s) (if applicable, show proposed changes))	<input type="checkbox"/> Application Fee
<input checked="" type="checkbox"/> Subdivision or Partition Plat	<input type="checkbox"/> Other
*A written narrative is required for all application types. Typical drawings sizes are 24"X36", 11"X17", or 8.5"X11". Sizes of required drawings will depend on the type and scope of applications involved. Contact the City Planner to verify requirements. On your plans, include the following: property lines, points of access for vehicles, pedestrians, and bicycles, water courses, any natural features (wetlands, floodplain, etc.), existing and proposed streets and driveways, parking areas, utilities, pedestrian and bike paths, and existing easements. Please note there are additional specific graphic and narrative requirements for each application type. Refer to the Harrisburg Municipal Code for more information.	

A Pre-application Conference is Required with City Staff prior to turning in your land use application. Please contact the City Administrator, or City Recorder/Assistant City Administrator to make an appointment. Date of Appointment:

**PLEASE TELL US MORE ABOUT THE PROPOSAL AND ITS SITE**

1. Are there existing structures on the site?  Yes  No If yes, please explain

one existing dwelling

2. Indicate the uses proposed and describe the intended activities:

tentative partition plan to create three parcels out of one for residential use

3. How will open space, common areas and recreational facilities be maintained?

n/a

4. Are there previous land use approvals on the development site?  Yes  No  
If yes, please include a discussion in the project narrative describing how the prior approvals impact your proposal.

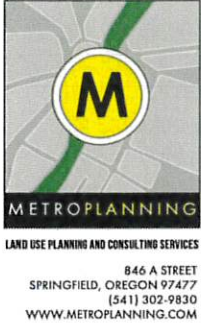
5. Have you reviewed the Oregon Fire Code Applications Guide in relation to your land use request?  Yes  No Do you have questions about any element of these requirements? If yes, please explain:

**AUTHORIZATION FOR STAFF & DECISION MAKERS TO ENTER LAND**

City staff, Planning Commissioners, and City Councilors are encouraged to visit the sites of proposed developments as part of their review of specific land use applications. Decision maker site visits are disclosed through the public hearing process. Please indicate below whether you authorize City staff and decision makers to enter onto the property(-ies) associated with this application as part of their site visits.

I authorize City staff and decision makers to enter onto the property(-ies) associated with this application.

I do not authorize City decision makers to enter onto the property(-ies) associated with this application.



**PRELIMINARY MINOR PARTITION PLAN for  
Regal Homes by Shelley, Inc**

**Written Statement**

**Document Date:** April 10, 2026

**Applicant's Request:** Preliminary Partition Plat to create three new parcels.

**Property Owner:** Regal Homes by Shelley, Inc  
1163 Spruce Street  
Junction City, OR 97448

**Applicant:** Regal Homes by Shelley, Inc  
1163 Spruce Street  
Junction City, OR 97448

**Applicant's Representative/  
Project Planner:** Metro Planning, Inc.  
Katie Keidel, Associate Planner  
846 A Street  
Springfield, OR 97477  
(541) 302-9830  
kkeidel@metroplanning.com

**Subject Property:** 15S04W15-CA-03200

**Property Size:** 2.3 acres +/-

**Zoning:** R-1

**Comprehensive Plan Designation:** Low Density Residential (LDR)

**Proposed Parcel Size:** Parcel 1: 16,487 SF  
Parcel 2: 76,711 SF  
Parcel 3: 8,237 SF

**Utilities:** EPUD  
NW Natural  
Harrisburg 7j

## **Background**

This proposal pertains to a parcel of land approximately 2.3 acres in size and identified as Assessor's Map & Tax Lot No. 15S04W15-CA-03200 also known as 915 Sommerville Loop ("subject property"). The subject property is located inside the City of Harrisburg city limits and currently contains one existing dwelling to remain and two sheds to be removed. Proposed with this application is a minor partition to create three (3) new parcels out of the subject property. Parcel 1 will contain the existing dwelling; no additional dwellings are proposed at this time. A future development plan is included to provide Staff with the chance to review one plausible outcome for later development of proposed Parcel 2 to weigh in on any potential requirements that may need to be completed during this preliminary process.

For City Staff review, the pertinent Harrisburg Municipal Code (HMC) sections 19.20.020 (General Requirements) and 19.20.060 (Approval Criteria) pertaining to Preliminary Partition Plat applications are addressed in this written narrative to demonstrate compliance with the standards. Herein, HMC sections are indicated by bold and/ or italic typeface; applicant responses follow in plain typeface.

### **19.20.020 General requirements.**

***1. Subdivision and Partition Approval Through Two-Step Process. Applications for subdivision or partition approval shall be processed by means of a preliminary plat evaluation and a final plat evaluation, according to the following two steps:***

- a. The preliminary plat must be approved before the final plat can be submitted for approval consideration; and***
- b. The final plat must demonstrate compliance with all conditions of approval of the preliminary plat.***

Noted.

***Note: Property line adjustments and lot consolidation requests (i.e., no new lot is created) are subject to HMC 19.20.120; but are not subject to HMC 19.20.020 through 19.20.110.***

This application proposes the creation of new lots and therefore HMC 19.20.020 through 19.20.110, as applicable, are addressed in this written narrative.

***2. Compliance With ORS Chapter 92. All subdivision and partition proposals shall conform to State regulations in ORS Chapter 92, Subdivisions and Partitions.***

Compliance with ORS Chapter 92 is incorporated herein by reference.

***3. Adequate Utilities. All lots created through land division shall have adequate public utilities and facilities such as streets, water, sewer, gas, and electrical systems, pursuant to Chapter 18.85 HMC. These systems shall be located and constructed underground where feasible.***

The three new proposed parcels shall be provided with adequate public utilities and facilities. No new streets or street improvements are proposed with this tentative partition plan. Water, sanitary sewer, gas and electric utilities are all existing in the 9<sup>th</sup> Street and Sommerville Loop rights of way. These utilities will be extended from the 9<sup>th</sup> Street right of way to Parcels 2 and 3; utilities are existing to Parcel 1 from the Sommerville Loop right of way. All new utilities will be underground as required by HMC 18.85.060.

***4. Adequate Drainage. All subdivision and partition proposals shall have adequate surface water drainage facilities that reduce exposure to flood damage and improve water quality. Water quality or quantity control improvements may be required, pursuant to Chapter 18.85 HMC.***

Adequate stormwater drainage and surface water runoff management will be provided to ensure quality and quantity control in conformance with the 25-year storm plan per HMC 18.85.050 and will be routed into the existing stormwater drainage system in the appropriate right of way.

**5. Adequate Access. All lots created or reconfigured shall have adequate vehicle access and parking to City or privately owned streets, as may be required, pursuant to Chapter 18.70 HMC.**

The existing dwelling on Parcel 1 will continue to take access off of Sommerville Loop. Parcels 2 and 3 will take access from 9<sup>th</sup> Street. On-site parking will be provided.

**6. Off-Site/Public Improvement. The City may impose off-site or on-site public improvements as a condition(s) of approval of the preliminary or final plat process as may be necessary to fulfill the purposes of HMC 19.20.010. [Ord. 987 § 1 (Exh. A), 2022.]**

Noted.

**HMC 19.20.040 Lot size averaging, flag lots, and infill development.**

**2. Flag Lots. Flag lots may be created only when a through street cannot be extended to serve abutting uses or future development due to a physical or legal barrier. A flag lot access driveway ("flag pole") shall serve not more than four flag lots taking access off the same flag pole, not including accessory dwellings. The layout of flag lots, the placement of buildings on such lots, and the alignment of shared drives shall be designed so that future street connections can be made as adjacent properties develop, to the extent practicable, and in accordance with the transportation connectivity and block length standards of HMC 18.70.030 and 18.85.020. All flag lot driveways shall be paved from the serving public or private street to the property line of each lot in conformance with the requirements of HMC 18.70.030(4).**

Parcel 2 is proposed with a flag pole on the east side of the existing house on Sommerville Loop. The flag pole is intended to serve four potentially developable future lots on the east side of subject property/ Parcel 2. As proposed, Parcel 2 is a standard lot and access will be taken from S 9<sup>th</sup> St at this time. Please see the Preliminary Plat – Possible Future Development Plan.

**HMC 19.20.050 Preliminary plat submission requirements.**

**2. Preliminary Plat Information. In addition to the general information described in subsection (1) of this section, the preliminary plat application shall consist of drawings and supplementary written material (i.e., on forms and/or in a written narrative) adequate to provide all of the following information, in quantities as determined by the City Administrator:**

**a. General Information.**

**(1) Name of subdivision (partitions are named by year and file number), which shall not duplicate the name of another land division in Linn County (check with County Surveyor);**

This is a proposal for a preliminary partition; no name is needed.

**(2) Date, north arrow, and scale of drawing;**

The date, north arrow, and scale are indicated on the drawings.

**(3) Location of the development sufficient to define its location in the City, boundaries, and a legal description of the site;**

The location of the development site is clearly identified on the preliminary plat drawings.

**(4) Zoning of parcel to be divided, including any overlay zones;**

The parcel's zoning is included on the preliminary plat drawings and in the written materials.

**(5) A title block including the names, addresses, and telephone numbers of the owners of the subject property and, as applicable, the name of the engineer and surveyor, and the date of the survey; and**

A title block including the names, addresses and phone numbers, as applicable, of the owners and surveyor are included on the preliminary plat drawings.

**(6) Identification of the drawing as a "preliminary plat."**

The preliminary plat drawings are labeled as such.

**b. Existing Conditions. Except where the City Administrator deems certain information is not relevant, applications for preliminary plat approval shall contain all of the following information on existing conditions of the site:**

**(1) Streets: Location, name, and present width of all streets, alleys, and rights-of-way on and abutting the site;**

The street names and rights of way widths of streets adjacent to the subject property are included on the Preliminary Plat drawing set.

**(2) Easements, streets: Width, location and purpose of all existing easements of record on and abutting the site;**

One existing 7' public utility easement is shown on the Preliminary Plat drawing set.

**(3) Utilities: Location and identity of all utilities on and abutting the site or utilities proposed to be installed, including size, length, and materials. If water mains and sewers are not on or abutting the site, indicate the direction and distance to the nearest one and show how utilities will be brought to standards;**

Please see the Preliminary Plat – Utilities Plan Sheet for specifications.

**(4) Ground elevations shown by contour lines at two-foot vertical intervals. Such ground elevations shall be related to some established benchmark or other datum approved by the County Surveyor; the Planning Commission may waive this standard for partitions when grades, on average, are less than six percent;**

Contours are included on the Preliminary Plat – Existing Conditions sheet.

**(5) The location and elevation of the closest benchmark(s) within or adjacent to the site (i.e., for surveying purposes);**

The location and elevation of the closest benchmark for surveying purposes is indicated on the Preliminary Plat drawing set in the 'Notes' section.

**(6) North arrow and scale; and**

A north arrow and a scale of 1" = 40' is indicated on the Preliminary Plat drawing set.

**(7) Other information, as deemed necessary by the City Administrator for review of the application. The City may require studies or exhibits prepared by qualified professionals to address specific site features and code requirements.**

Noted.

**c. Proposed Development.** Except where the City Administrator deems certain information is not relevant, applications for preliminary plat approval shall contain all of the following information on the proposed development:

**(1) Proposed lots, streets, tracts, open space, and park land (if any); location, names, right-of-way dimensions, approximate radius of street curves; and approximate finished street center line grades. All streets and tracts that are being held for private use and all reservations and restrictions relating to such private tracts shall be identified;**

Proposed parcels are included on the Preliminary Plat – Proposed Layout sheet. There are no proposed streets, tracts, open space or park land being created with this preliminary plat.

**(3) Easements: Location, width and purpose of all proposed easements;**

There is one 25' Drainage Easement proposed on the north property boundary of the subject parcel. The easement is shown on the Preliminary Plat drawing set.

**(3) Lots and private tracts (e.g., private open space, common area, or street): Approximate dimensions, area calculation (e.g., in square feet), and identification numbers for all proposed lots and tracts;**

Proposed parcels are identified with numbers; approximate dimensions of the parcels, including areas are provided.

**(4) Proposed uses of the property, including all areas proposed to be dedicated as public right-of-way or reserved as open space for the purpose of surface water management, recreation, or other use;**

Proposed uses of the property are identified on the Preliminary Plat drawing set, including the Preliminary Plat – Possible Future Development Plan to provide Staff with insight into one potential vision for future use on proposed Parcel 2.

**(5) Proposed public street improvements, pursuant to Chapters [18.70](#) and [18.85](#) HMC;**

There are no public street improvements proposed.

**(6) On slopes exceeding an average grade of 10 percent, as determined by the City Engineer, the preliminary location of development on lots (e.g., building envelopes), demonstrating that future development can meet minimum required setbacks and applicable engineering design standards;**

There are no slopes exceeding 10%.

**(7) Preliminary design for extending City water and sewer service to each lot, per HMC [18.85.040](#);**

Preliminary design of utilities is shown on the Preliminary Plat – Proposed Layout with Utilities drawing sheet.

**(8) Proposed method of storm water drainage, retention, and treatment, if required, pursuant to HMC [18.85.050](#);**

There are no proposed methods of storm water drainage, retention, or treatment proposed with this Preliminary Plat as no new impervious area is proposed for development with this partition plan.

**(9) The approximate location and identity of other utilities, including the locations of street lighting fixtures, as applicable;**

The approximate location and identification of other utilities as applicable are included on the Preliminary Plat – Utilities plan sheet.

**(10) Evidence of compliance with applicable overlay zones, including but not limited to City of Harrisburg floodplain overlay; and**

There are no applicable overlay zones.

There are no new street connections proposed. This criterion is not applicable.

**19.20.060 Preliminary plat approval criteria – Partition.**

**1. Approval Criteria. The City Administrator may approve, approve with conditions or deny a preliminary partition. The City Administrator’s decision shall be based on findings of compliance with all of the following approval criteria:**

- a. The land division application meets the requirements of HMC 19.20.020 and this section;**

The proposed partition meets the requirements of HMC 19.20.020, addressed above and this section, addressed below.

- b. The proposed lots conform to applicable provision requirements of Chapter 18.45 HMC for the assigned zone(s);**

The subject property is zoned R-1. The proposed parcels conform to the applicable provisions contained in Chapter 18.45 for the R-1 zone as follows:

**Density**

The minimum density required for the R-1 zone is one (1) dwelling unit per acre; the maximum density is six (6) dwelling units per acre. The subject property is approximately 2.30 acres in size making the required density approximately 2-6 dwellings. With three (3) proposed parcels, the proposal complies with density standards.

Per Staff, a Preliminary Plat – Possible Future Development plan is included with this submittal to provide feasibility of compliance with minimum and maximum density standards for future development of Parcel 2’s approximately 1.73 acres.

**Lot area**

No dwellings are proposed at this time but presuming each parcel would contain one detached dwelling, the minimum lot area for corner lots is 7,000 square feet; the minimum lot area for interior lots is 6,000 square feet. The proposal complies with HMC 18.45 as follows:

- Parcel 1: 16,487 SF
- Parcel 2: 76,711 SF
- Parcel 3: 8,237 SF

**Lot Width**

The R-1 zone minimum lot widths for corner lots is 60 feet and for interior lots is 50 feet. All three proposed parcels exceed the minimum width required as follows:

- Parcel 1: ~ 99 feet
- Parcel 2: ~ 237 feet
- Parcel 3: ~ 75 feet

**Lot Depth**

The minimum required lot depth is 1.5 times the lot width or 80 feet, whichever is less. All three proposed parcels exceed 80 feet in depth as follows:

- Parcel 1: ~ 165 feet
- Parcel 2: ~ 349 feet
- Parcel 3: ~ 110 feet

Please refer to the Preliminary Plat – Proposed Layout sheet for details.

- c. All lots are served by public facilities including water, sewer, electricity, surface water drainage, and streets, or private facilities if approved by the City Engineer;**

All three proposed parcels will be served by public facilities including water, sewer, electricity, stormwater drainage, and streets via the existing infrastructure adjacent to the subject property – either Somerville Loop (Parcel 1) or 9<sup>th</sup> Street (Parcels 2 & 3).

- d. The proposed surface water drainage facilities conform to applicable engineering standards;**

There are no proposed methods of storm water drainage, retention, or treatment proposed with this Preliminary Plat as no new impervious area is proposed for development with this partition plan. There is a storm drainage easement proposed along the existing drainage ditch on the north side of the subject property to accommodate future stormwater management facility designs as needed.

- e. All necessary public and/or private easements are in place to build/service and maintain all utilities, and any private access lanes or streets;**

There is a 7' Public Utility Easement existing on the west side of the subject property adjacent to S 9<sup>th</sup> Street. There is a 25.0' Drainage Easement proposed on the north boundary of the subject property. There are no additional easements proposed at this time. For details please see the Preliminary Plat – Existing Conditions sheet, the Proposed Layout sheet, and the Proposed Layout with Utilities sheet.

- f. All lots demonstrate consistency with public facilities master plans including any required off-site improvements, and easements for planned trails or utility improvements, that are required to mitigate the impacts of development.**

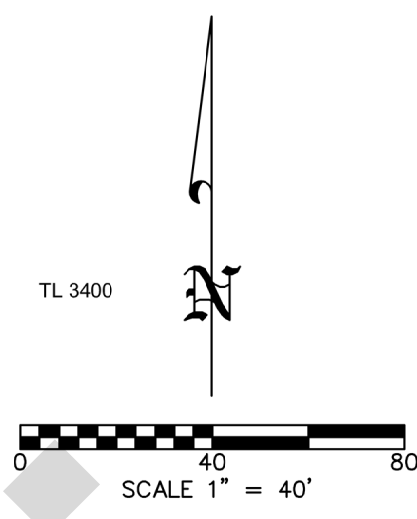
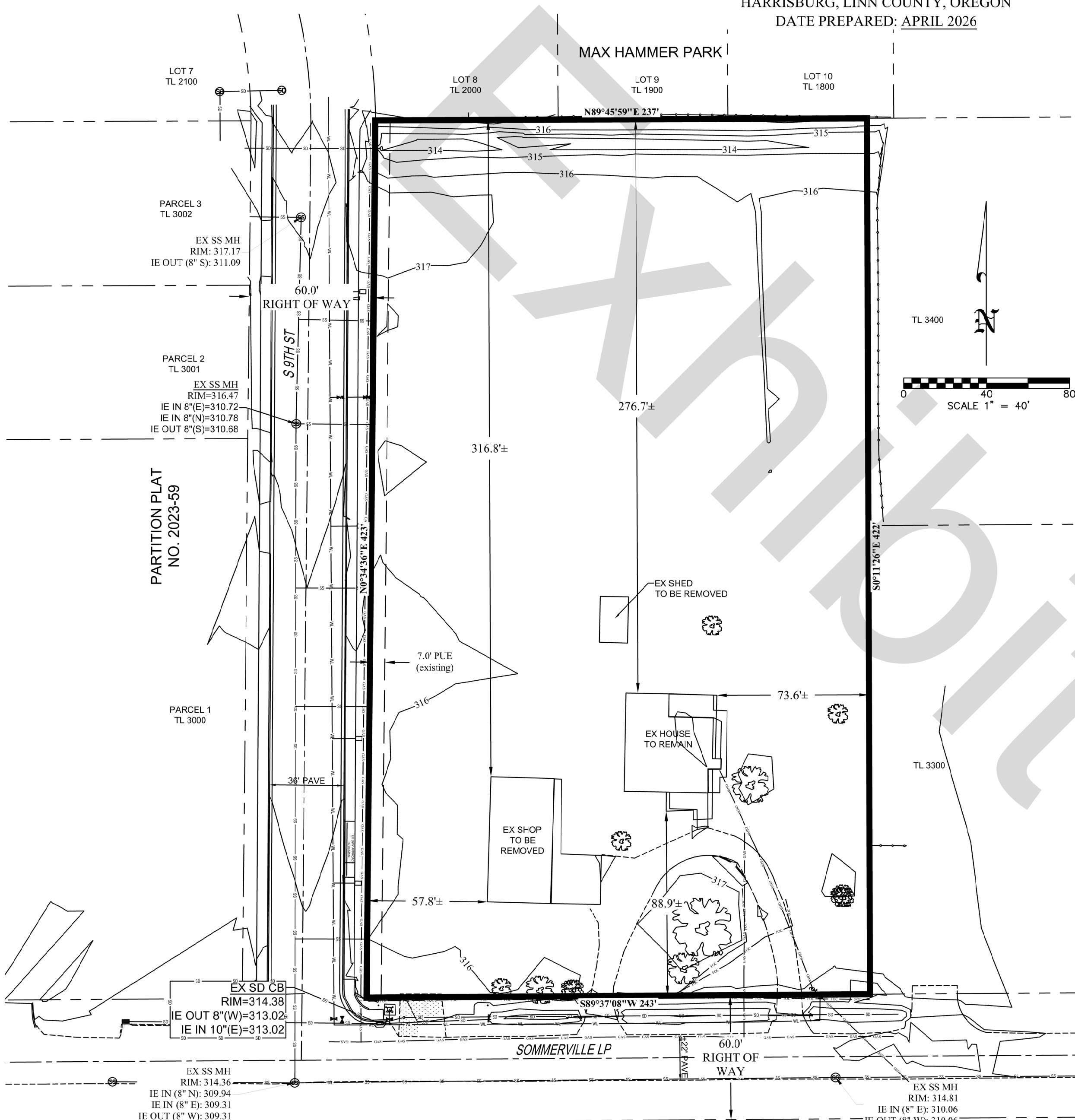
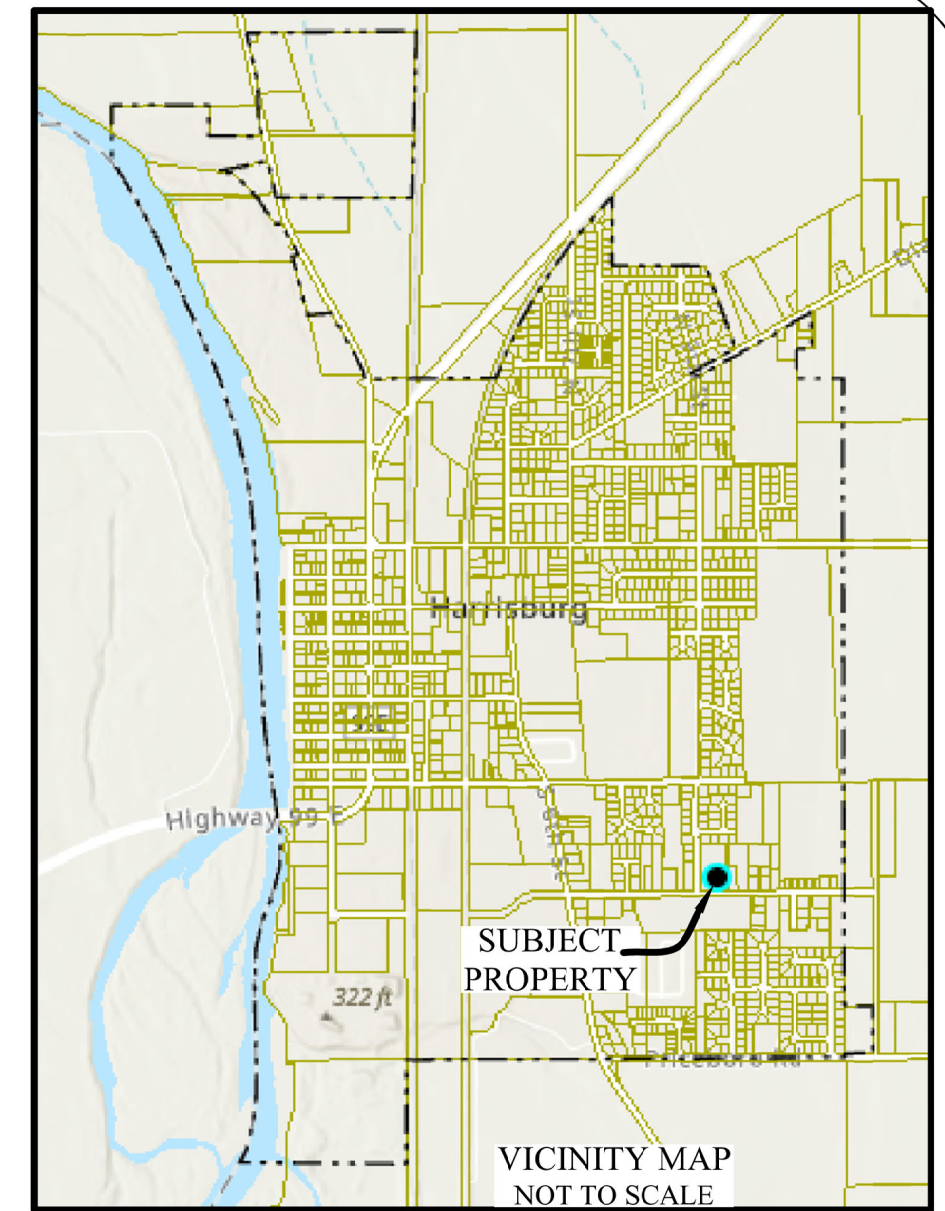
All three proposed parcels are consistent with City of Harrisburg public facility plans.

**2. Conditions of Approval. The City Administrator may attach such conditions for final plat approval as are necessary to carry out provisions of this code and other applicable ordinances and regulations. [Ord. 1002 § 2 (Exh. B), 2024; Ord. 987 § 1 (Exh. A), 2022.]**

Noted.

# PRELIMINARY PLAT EXISTING CONDITIONS

FOR  
REGAL HOMES BY SHELLEY, INC. -SOMMERVILLE LOOP  
-- 1/4, SECTION 15, TOWNSHIP 15 SOUTH, RANGE 4 WEST, W.M.  
HARRISBURG, LINN COUNTY, OREGON  
DATE PREPARED: APRIL 2026



**SITE ADDRESS:**  
915 SOMMERVILLE LOOP  
HARRISBURG, OR 97446

**OWNER/APPLICANT:**  
REGAL HOMES BY SHELLEY INC.  
1163 SPRUCE STREET  
JUNCTION CITY, OR 97448

**AGENT**  
METRO PLANNING, INC.  
846 A STREET  
SPRINGFIELD, OREGON 97477  
541-302-9830

**SURVEYOR**  
PACIFIC SURVEYING, INC.  
75506 BLUE MOUNTAIN SCHOOL RD  
COTTAGE GROVE, OREGON 97424  
541-767-0790

**CIVIL ENGINEER**  
FAVREAU ENGINEERING  
2206 COUNTRY HAVEN DR  
EUGENE, OR 97408  
541-556-4425

**ZONING:**  
R-1, SINGLE-FAMILY RESIDENTIAL

**NOTES:**  
1. ELEVATIONS SHOWN ON THE DRAWINGS ARE BASED ON  
NORTH AMERICAN VERTICAL DATUM OF NAVD88  
(GEOID2012B) AND TOPOGRAPHICAL SURVEY.

REGISTERED  
PROFESSIONAL  
LAND SURVEYOR  
PRELIMINARY  
OREGON  
JULY 21, 1992  
DAVID J. COLLIER  
2552  
RENEWAL 12-31-27

Pacific Surveying, Inc.

75506 Blue Mountain School Rd Tel. (541)767-0790  
Cottage Grove, Oregon 97424 Fax (541)767-3087

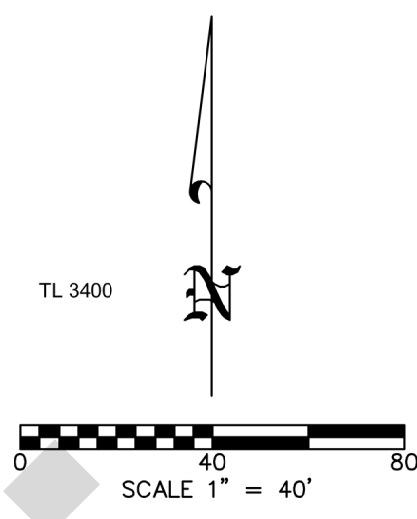
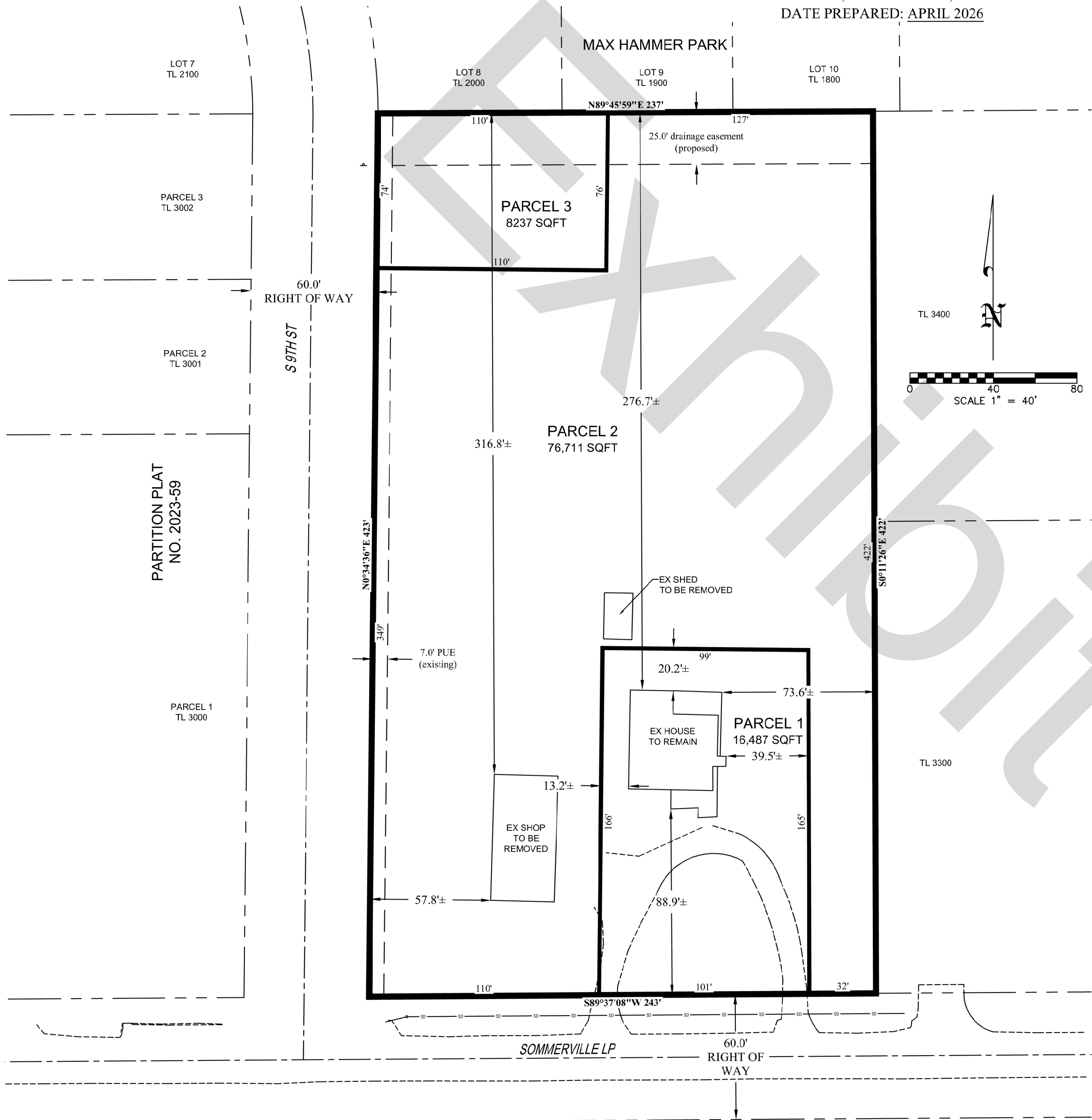
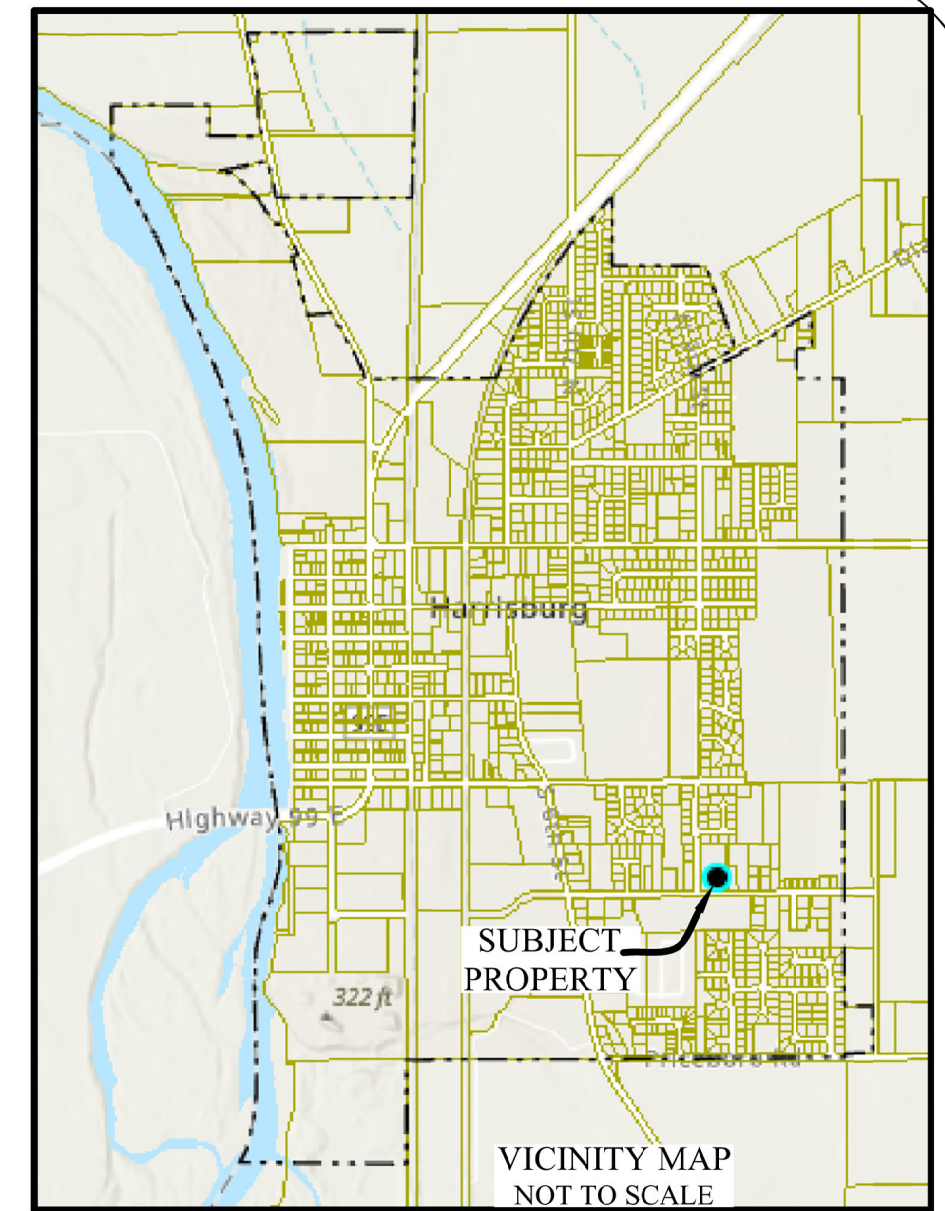
**METRO PLANNING, INC**  
846 A STREET  
SPRINGFIELD, OR. 97477  
541-302-9830  
JOB NO. 26-012

ASSESSORS MAP: 15S-04W-15-CA TAX LOT: 03200  
PLOTTER: HP DESIGN JET 430 INK: HP 51640A MEDIA: 36# BOND RIJB24-36

Map compiled from record data, Lane County GIS  
Shapefiles, Aerial photos, and Dogami Lidar data. Survey  
field data was not gathered, and this map is not a survey.

# PRELIMINARY PLAT PROPOSED LAYOUT

FOR  
REGAL HOMES BY SHELLEY, INC. -SOMMERVILLE LOOP  
-- 1/4, SECTION 15, TOWNSHIP 15 SOUTH, RANGE 4 WEST, W.M.  
HARRISBURG, LINN COUNTY, OREGON  
DATE PREPARED: APRIL 2026



**SITE ADDRESS:**  
915 SOMMERVILLE LOOP  
HARRISBURG, OR 97446

**OWNER/APPLICANT:**  
REGAL HOMES BY SHELLEY INC.  
1163 SPRUCE STREET  
JUNCTION CITY, OR 97448

**AGENT**  
METRO PLANNING, INC.  
846 A STREET  
SPRINGFIELD, OREGON 97477  
541-302-9830

**SURVEYOR**  
PACIFIC SURVEYING, INC.  
75506 BLUE MOUNTAIN SCHOOL RD  
COTTAGE GROVE, OREGON 97424  
541-767-0790

**CIVIL ENGINEER**  
FAVREAU ENGINEERING  
2206 COUNTRY HAVEN DR  
EUGENE, OR 97408  
541-556-4425

**ZONING:**  
R-1, SINGLE-FAMILY RESIDENTIAL

**NOTES:**  
1. ELEVATIONS SHOWN ON THE DRAWINGS ARE BASED ON  
NORTH AMERICAN VERTICAL DATUM OF NAVD88  
(GEOID2012B) AND TOPOGRAPHICAL SURVEY.

REGISTERED  
PROFESSIONAL  
LAND SURVEYOR  
PRELIMINARY  
OREGON  
JULY 21, 1992  
DAVID J. COLLIER  
2552  
RENEWAL 12-31-27

Pacific Surveying, Inc.

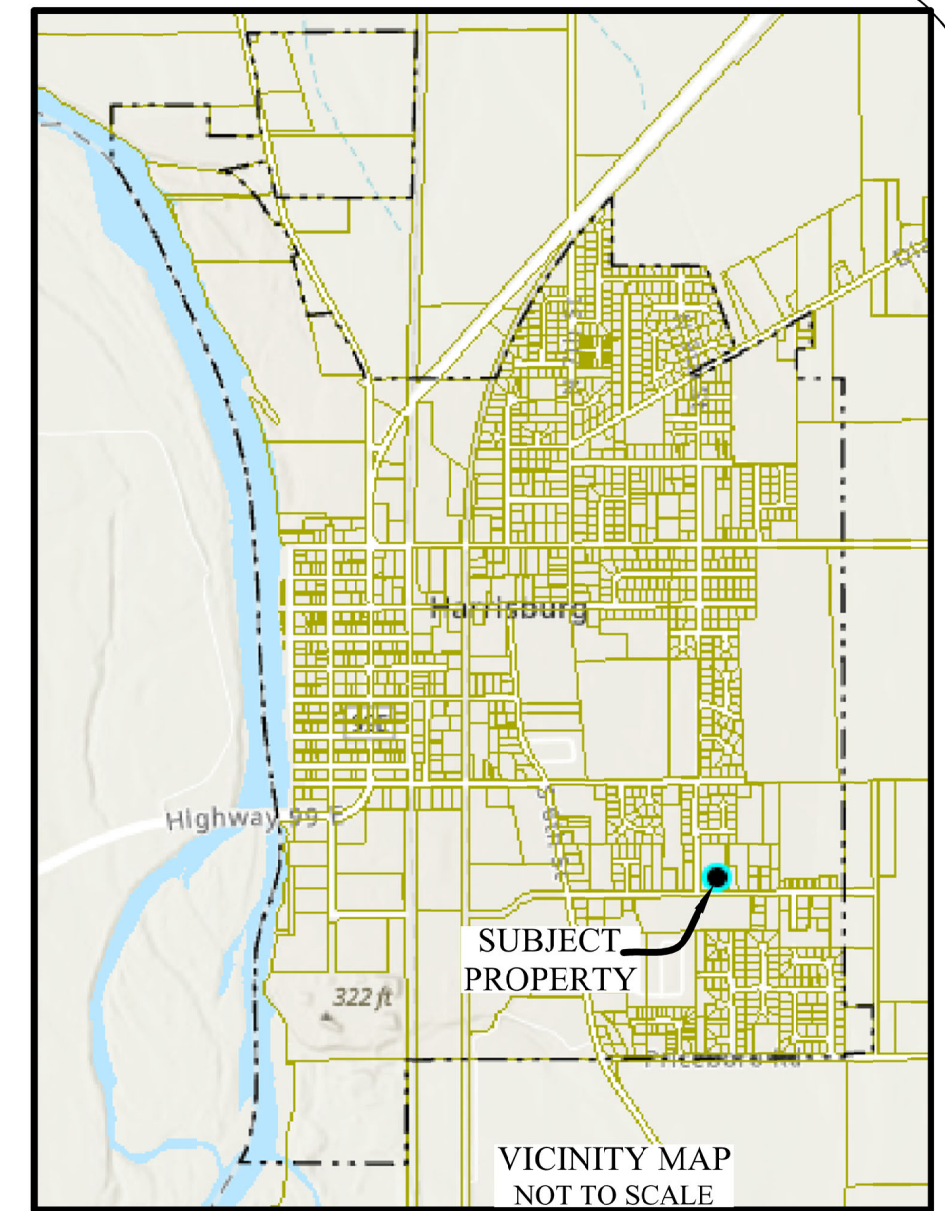
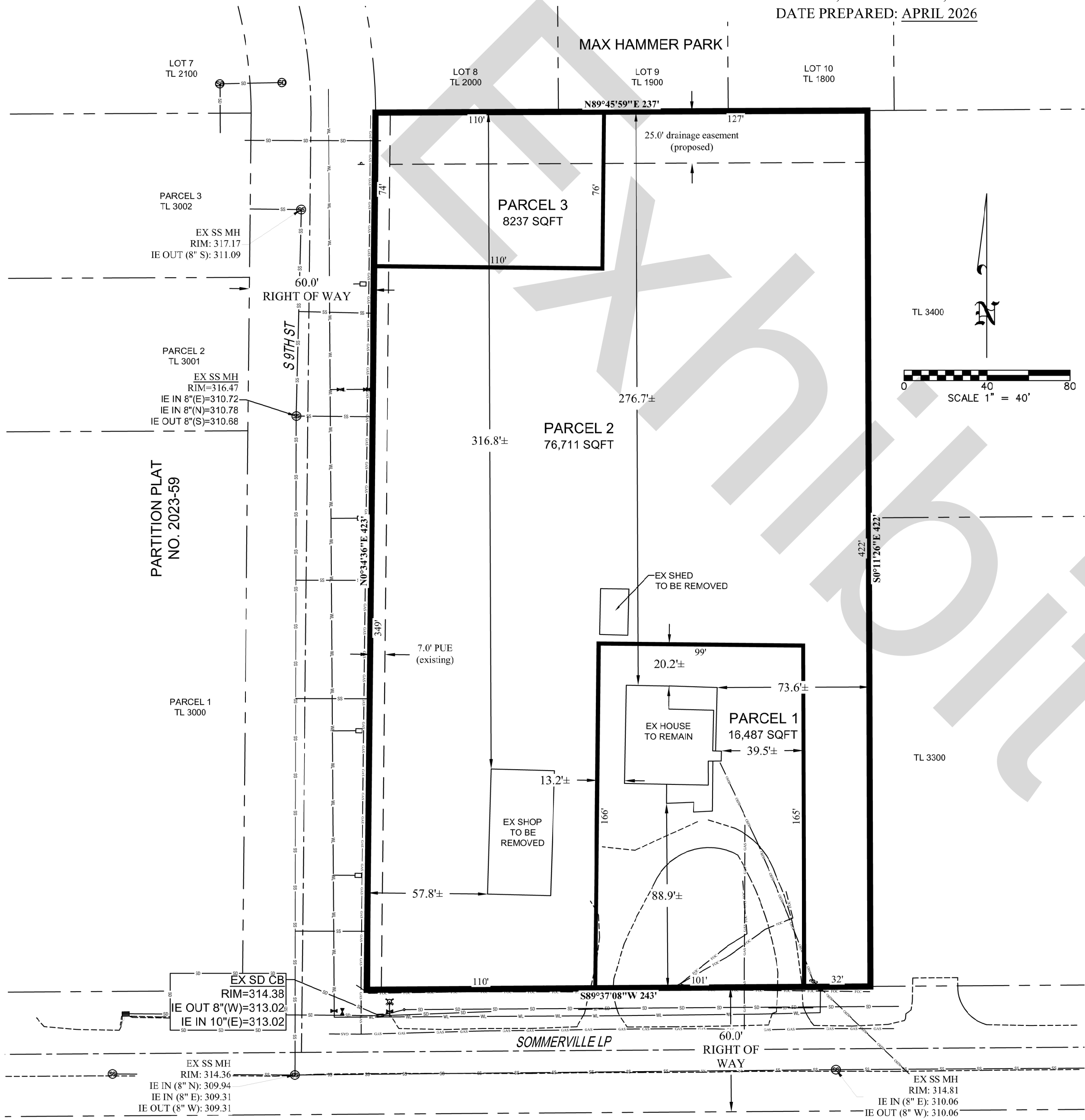
75506 Blue Mountain School Rd Tel. (541)767-0790  
Cottage Grove, Oregon 97424 Fax (541)767-3087

**METRO PLANNING, INC**  
846 A STREET  
SPRINGFIELD, OR. 97477  
541-302-9830  
JOB NO. 26-012

ASSESSORS MAP: 15S-04W-15-CA TAX LOT: 03200  
PLOTTER: HP DESIGN JET 430 INK: HP 51640A MEDIA: 36# BOND RIJB24-36

Map compiled from record data, Lane County GIS  
Shapefiles, Aerial photos, and Dogami Lidar data. Survey  
field data was not gathered, and this map is not a survey.

**PRELIMINARY PLAT  
PROPOSED LAYOUT WITH UTILITIES**  
FOR  
**REGAL HOMES BY SHELLEY, INC. -SOMMERVILLE LOOP**  
-- 1/4, SECTION 15, TOWNSHIP 15 SOUTH, RANGE 4 WEST, W.M.  
HARRISBURG, LINN COUNTY, OREGON  
DATE PREPARED: APRIL 2026



**SITE ADDRESS:**  
915 SOMMERVILLE LOOP  
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**OWNER/APPLICANT:**  
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**ZONING:**  
R-1, SINGLE-FAMILY RESIDENTIAL

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1. ELEVATIONS SHOWN ON THE DRAWINGS ARE BASED ON NORTH AMERICAN VERTICAL DATUM OF NAVD88 (GEOID2012B) AND TOPOGRAPHICAL SURVEY.

REGISTERED  
PROFESSIONAL  
LAND SURVEYOR  
**PRELIMINARY**  
OREGON  
JULY 21, 1992  
**DAVID J. COLLIER**  
2552  
RENEWAL 12-31-27

Pacific Surveying, Inc.

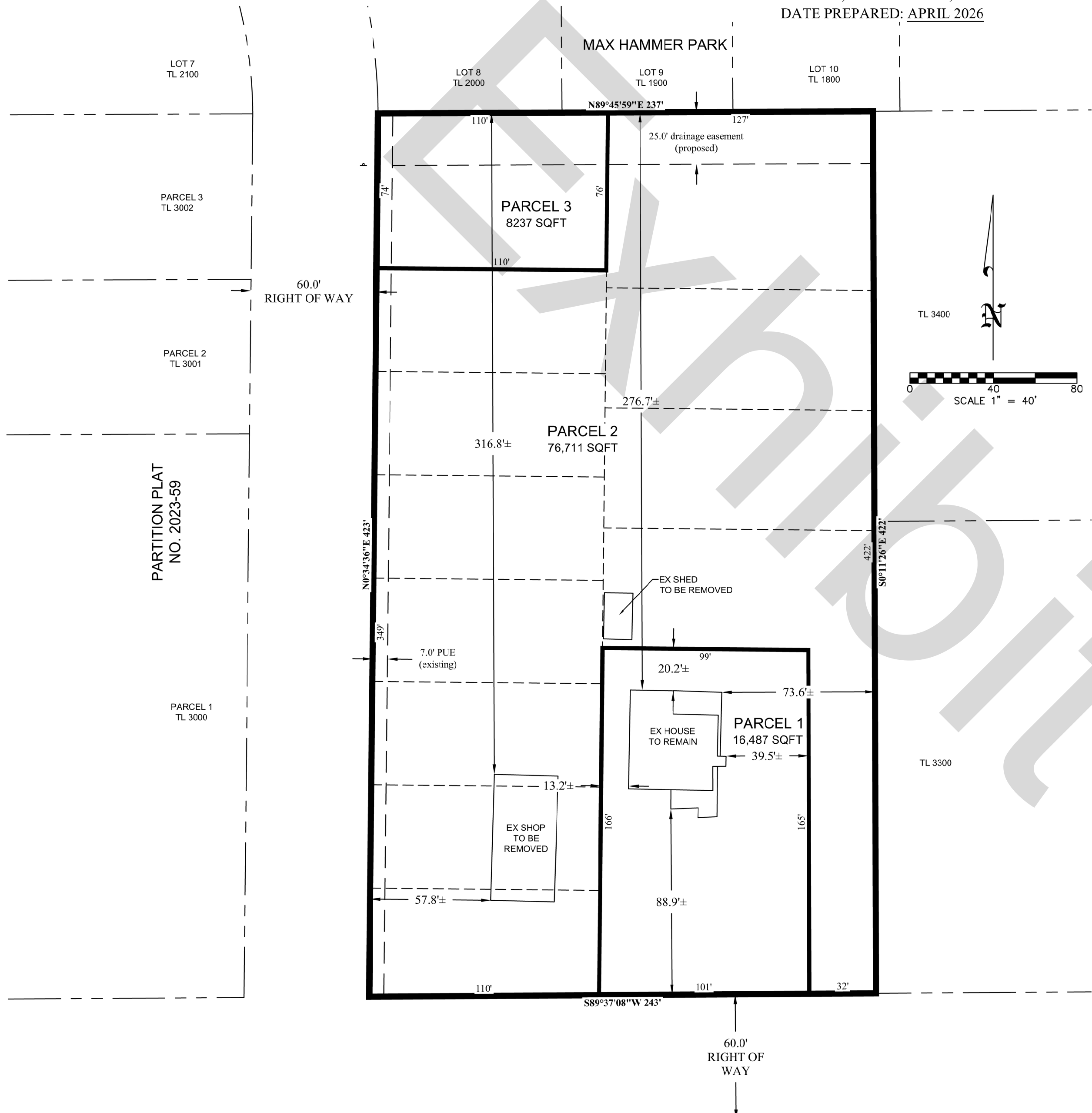
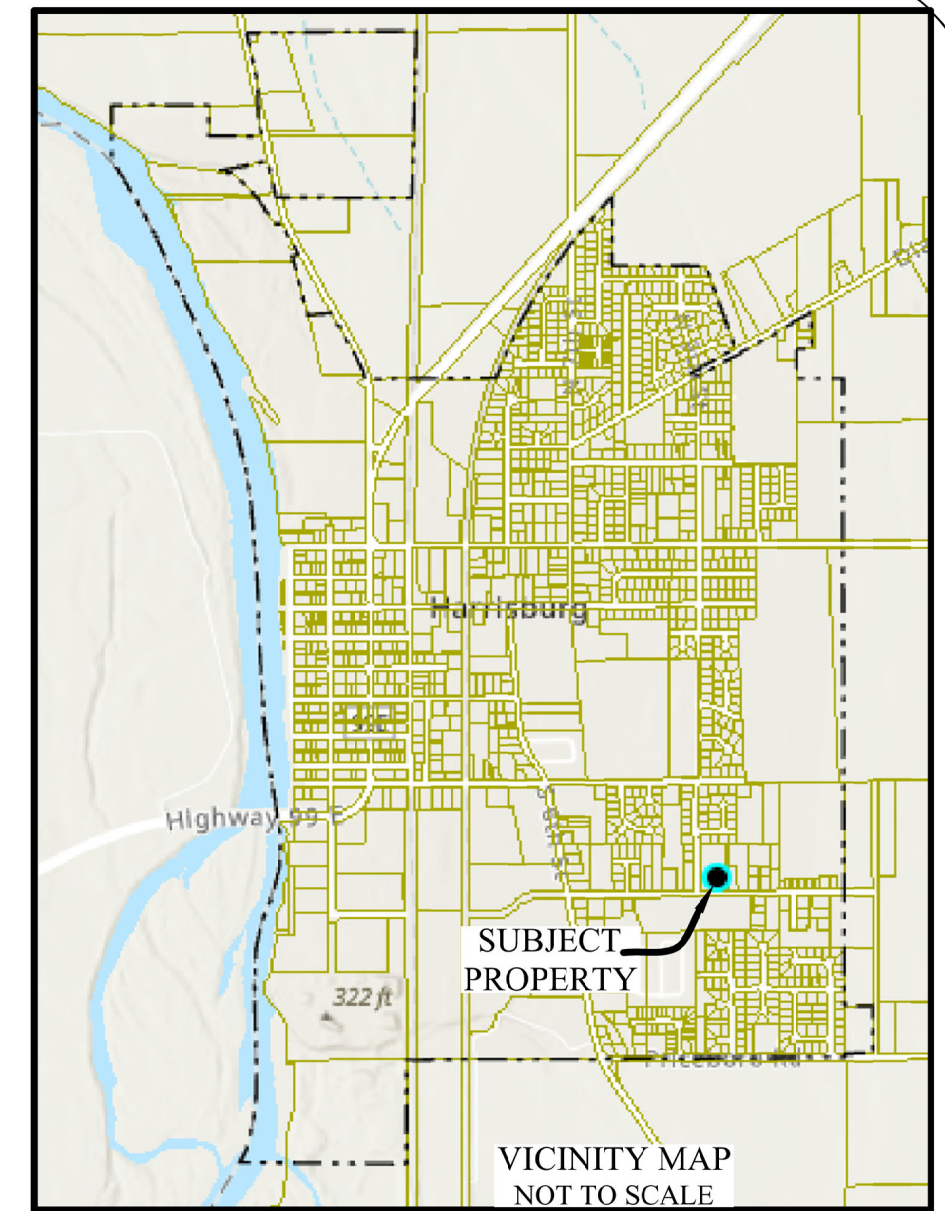
75506 Blue Mountain School Rd Tel. (541)767-0790  
Cottage Grove, Oregon 97424 Fax (541)767-3087

**METRO PLANNING, INC**  
846 A STREET  
SPRINGFIELD, OR. 97477  
541-302-9830  
JOB NO. 26-012

ASSESSORS MAP: 15S-04W-15-CA TAX LOT: 03200  
PLOTTER: HP DESIGN JET 430 INK: HP 51640A MEDIA: 36# BOND RIJB24-36

Map compiled from record data, Lane County GIS Shapefiles, Aerial photos, and Dogami Lidar data. Survey field data was not gathered, and this map is not a survey.

**PRELIMINARY PLAT**  
**POSSIBLE FUTURE DEVELOPMENT PLAN**  
 FOR  
**REGAL HOMES BY SHELLEY, INC. -SOMMERVILLE LOOP**  
 -- 1/4, SECTION 15, TOWNSHIP 15 SOUTH, RANGE 4 WEST, W.M.  
 HARRISBURG, LINN COUNTY, OREGON  
 DATE PREPARED: APRIL 2026



**SITE ADDRESS:**  
 915 SOMMERVILLE LOOP  
 HARRISBURG, OR 97446

**OWNER/APPLICANT:**  
 REGAL HOMES BY SHELLEY INC.  
 1163 SPRUCE STREET  
 JUNCTION CITY, OR 97448

**AGENT**  
 METRO PLANNING, INC.  
 846 A STREET  
 SPRINGFIELD, OREGON 97477  
 541-302-9830

**SURVEYOR**  
 PACIFIC SURVEYING, INC.  
 75506 BLUE MOUNTAIN SCHOOL RD  
 COTTAGE GROVE, OREGON 97424  
 541-767-0790

**CIVIL ENGINEER**  
 FAVREAU ENGINEERING  
 2206 COUNTRY HAVEN DR  
 EUGENE, OR 97408  
 541-556-4425

**ZONING:**  
 R-1, SINGLE-FAMILY RESIDENTIAL

**NOTES:**  
 1. ELEVATIONS SHOWN ON THE DRAWINGS ARE BASED ON NORTH AMERICAN VERTICAL DATUM OF NAVD88 (GEOID2012B) AND TOPOGRAPHICAL SURVEY.

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# Staff Report Harrisburg Planning Commission Harrisburg, Oregon

## THE MATTER OF REVIEWING TYPE 1 AND TYPE 2 APPLICATIONS APPROVED BY THE CITY ADMINISTRATOR/PLANNER

### STAFF REPORT EXHIBITS:

Type I and II Administrative Decisions

**ACTION: FOR REVIEW AND DISCUSSION IF NEEDED**

**MEETING DATE:** May 19, 2026

### BACKGROUND

The Planning Commission has decided in the past that when an Administrative Decision is made on a Type I or II Application, that they would be able to review the decisions made. Since August 2025 to April 2026, Staff processed 6 applications. The Administrative Decisions Notice is attached for your review.

Please note that the Safe Harbor permit for Life Bible Church was allowed under the Emergency Declaration made by the City of Harrisburg; the methodology of which was desired by the City Council. This particular permit required legal advice from the City Attorney, City Engineer, Building Official, and the City’s Planning Consultants.

2025-2	09.16.25	II	Special Use in a Commercial zone	Gabriel Halsey
2025-3	11.25.25	I	Safe Harbor	TVP Engineering-Calvin Bontrager
2026-1	01.05.26	II	Minor Modification to 2025 Variance to Increase Size of Access. Structure	Rob Boese
2026-2	01.26.26	I	Lot Line Adjustment	Harold Chappell Trust/Deckard
2026-3	01.30.26	II	Minor Modification - Extension of Time for Final Plat Recording	Brian Thoreson for Hayden Homes

2026-4	03.23.26	II	Special Permit to add 2nd Mixed Use Residential Unit	Patrick Freeman
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The Planning Commission can change the way that this is reported to them if desired; Staff will review the options available, and can answer questions.



**NOTICE OF A TYPE II ADMINISTRATIVE DECISION**

**SPECIAL USE PERMIT FOR CASE NO. 2025-2  
APPROVAL WITH CONDITIONS  
EFFECTIVE DATE: OCTOBER 2, 2025**

**CASE NO. 2025-2: AUTOMOTIVE SHOP- INDECENT SPEED & PERFORMANCE, LLC**

**SITE LOCATION:**

The subject site is located at 285 Moore St. It is also known as tax lot 06400 of Linn County Assessors Map 15S04W16AA. This building has undergone a site plan previously; an automotive repair shop is allowed as a special use permit.

**APPLICANT:** Gabriel Halsey  
3791 40<sup>th</sup> Ave, SE  
Albany, OR 97322

**OWNER:** Adept Web Media LLC  
Eathan Mertz  
953 Arnold Lane  
Medford, OR 97501

**SCHEDULED  
DECISION DATE:** October 1, 2025

**REQUEST:**

The applicant requested approval to put a higher-end performance and speed automotive repair shop on a previously developed lot, located across the street from Hurds Hardware, and JB Woodworks in Harrisburg’s downtown area. This building was used for retail purposes approximately ten years ago, and most recently, as office space and storage for a ceiling dry-wall construction business. Parking is primarily inside the building; which will hold up to 5 vehicles. Outside parking will be inside the fenced area, except for the owner’s vehicle, and possibly one more, when needed. The owner is the only employee of this higher end performance shop. Hours are 9am to 7pm on the four days he works. Traffic is minimal, as it’s operated by appointment only. On occasion, up to ten customers every 4-day work week will drop by. Noise generation will not exceed the 75dB average as required.

**WHOM TO CONTACT FOR MORE INFORMATION:**

Michele Eldridge, City Administrator, at (541) 995-2200, or [meldridge@ci.harrisburg.or.us](mailto:meldridge@ci.harrisburg.or.us), or Lori Ross, at (541)995-6655, [lross@ci.harrisburg.or.us](mailto:lross@ci.harrisburg.or.us).  
Mailing Address: City of Harrisburg, PO Box 378, Harrisburg, OR 97446; Office Location: City Hall, 120 Smith Street

**DECISION:**

The City Administrator has approved this request for a Type II, Special Use Permit, for the business of Indecent Speed & Performance Auto Shop to be located at 285 Moore St. This decision is not a land use action as defined by ORS 197.015. The criteria and standards used for “S: ‘special’ uses in each zone do not encompass discretion. There is therefore no appeal to the State Land Use Board of Appeals. The decision can be appealed to the Planning Commission, consistent with the provisions in HMC 19.10.030. An appeal of the Planning Commission decision can then also be referred to the City Council, as applicable.

## DECISION-MAKING CRITERIA:

The City Administrator has evaluated this request based on specific review criteria from the Harrisburg Municipal Code (HMC) and other applicable requirements. The staff-identified criteria for this land use decision are found in HMC 18.50.200; Special Use Standards in the C-1 Zone. They are also found in HMC 18.65.050; Downtown historic district design standards. The City received a comment from HFRD, in relation to whether automotive painting would be allowed. This has been conditioned. The Harrisburg Building Official, and the Public Works Director had no comments. One business owner expressed concerns in relation to parking, but if the applicant kept to the limits as stated in the application, felt it would be ok. Applicable Standards are as follows:

### HMC 18.50.200:

- a. Traffic. The traffic generated by the proposed use shall not exceed the greater of twice that of a 1,500-square-foot convenience store or equal to a 1,000-square-foot fast food restaurant.**
- b. All other City development and building standards as per HMC [18.45.040\(5\)](#) must be met.**
- c. Parking. "S" rated uses in the commercial zones must provide adequate off-street parking to demonstrate compatibility with existing uses. Parking in excess of two times that of a 1,000-square-foot convenience store must be provided on site.**
- d. Total site area, including structures, parking and landscaping, cannot exceed two acres.**
- e. Uses may not begin prior to 6:00 a.m. nor continue after 10:00 p.m.**
- f. Noise generation may not exceed a measured average of 75 dB.**

### HMC 18.65.050(19):

- 19. Parking Standards for Historic Overlay. Parking standards generally applicable within the City of Harrisburg may not be appropriate for the historic district. The intent of the historic district is to have an appearance reminiscent of a time before there were automobiles and parking lots. Parking standards within the historic district shall therefore be as follows:**
  - a. Parking shall be accessed from a public alley unless the City Planner determines this cannot reasonably be accomplished.**
  - b. Parking, if provided off-street, shall not front onto a public street other than an alley except for public parking lots or when it is determined to be necessary by the City Planner.**
  - c. There is no minimum number of automobile parking spaces for uses in the Downtown Historic District Zone. [Ord. 987 § 1 (Exh. A), 2022.]**

Staff has determined that the applicant has met the standards as specified in HMC 18.50.200, and in 18.65.050(19), and as further conditioned below.

- a. Traffic is generated from an entry point on Moore St., which is a local street. Traffic is far below that of a convenience store. This standard has been met.
- b. City development and building standards as per HMC 18.45.040.5 are met, both through these standards, and as conditioned below. This structure is also legal and grandfathered as it is.
- c. Parking in most commercial zone areas is based off the table shown in HMC 18.80.030.1. However, this property is located in the historical zone overlay district, which is based on HMC 18.65.050(19). This property is grandfathered, having been built in 1930. There is no access from an alley. Parking spaces in front of the building are existing, and are also grandfathered. There is no other minimum number of parking spaces required in the historic zone. The applicant has stated that in most cases, he will not have any employees, and will himself be parking likely on the street. There might be an occasional additional vehicle parked on the street, based on perhaps 10 customers per 4-day work week. Customers will likely pull into the parking on the lot itself.
  - a. Condition: If the applicant adds employees, runs out of space inside the building for the vehicles he is working on, or exceeds the number of customers anticipated, then he must work with the City, and fellow businesses to help accommodate additional parking needs. As conditioned, this standard has been met.**
- d. The total lot area is 5,033 sq. ft; this includes structures, and parking, This standard has been met.

- e. The business will operate between 9:00am and 7:00pm on the 4 days it will be open, which is within the criterion standards, which have been met.
- f. The applicant has stated that noise generated will not exceed the 75 dB requirements. This standard has been met, as long as the applicant stays within the decibel standards as stated in the HMC.
- g. **Additional Condition: *If automotive painting is added in the future, the applicant will be required to meet with the City and HFRD prior to it being added, in order to review the requirements of adding another layer of production to this business. This can also require meeting additional regulatory standards.***
- h. **Additional Condition: *All signage will comply with applicable provisions in Chapter 18.90HMC in relation to size in the commercial zone. However, the design and appearance for any sign added to the exterior of the property must first be approved by the City Administrator/Planner, to verify that it is similar to other signing used within the historical district.***

With no changes planned to the exterior footprint of the existing building, the applicant will not need to meet further requirements, such as landscaping. The business is located in the commercial zone, without residential dwellings on this street. It is therefore, not required to provide additional parking, screening, or lighting. The applicant is encouraged to improve the appearance of his business, but additions of any of these types of items must meet the historical district requirements, and should be discussed with the City Administrator prior to installation. As per the City's code allowances, conditions listed below shall apply to this special use permit request.

#### **Conditions of Approval.**

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.
2. The applicant must follow all development and building standards as per HMC 18.45, and 18.65.050.
3. The addition of employees, additional customers in excess of the proposal (on a regular basis), and additional vehicles than what can fit on the property as proposed by the applicant, will trigger the requirement for the applicant to work with the City Administrator, and fellow businesses to help accommodate additional parking needs.
4. The applicant will be required to meet with the City and HFRD prior to adding any automotive painting to the services the business will provide. The additional production will likely trigger meeting additional and specific regulatory requirements.
5. All signage shall comply with the provisions in HMC 18.90 in relation to size in the commercial zone. However, the design and appearance of any sign added to the exterior of the property must first be approved by the City Administrator/Planner to verify that it is similar to other signing used within the historical district.

The staff reports in relation to these standards are available in the file, and on-line. As a public record, they are available for public review at City Hall without charge; copies will be provided upon request at a reasonable charge. The Harrisburg Municipal Code is available on the City's website (<http://www.codepublishing.com/or/harrisburg/>). This decision shall become final on October 13, 2025, unless the decision is appealed pursuant to subsection (4) of HMC 19.10.030.

The decision may only be appealed by those people who have legal standing to appeal a Type II administrative decision, as provided in HMC 19.10.030(4)(a). A notice of appeal must be received by the City Recorder by 5:30pm on October 12, 2025. A notice of appeal to the Planning Commission requires a fee of \$1,000. The notice of appeal must provide identification of the decision being appealed, including the date of decision, a statement demonstrating the person filing the notice of appeal has standing to appeal, a statement explaining the specific issues being raised on appeal; and if the appellant is not the applicant, a statement demonstrating that the appeal issues were raised during the comment period. The scope of the appeal is limited, as per HMC 19.10.030(4)(c). The hearing on appeal follows the same requirements for a Type III review, as per HMC 19.10.030(4)(d).

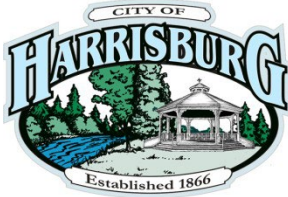
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Mail: By Friday, October 3, 2025 to Owner and Applicant

Email to: Chief Bart Griffith of the HFRD, [bgriff@harrisburgfire.org](mailto:bgriff@harrisburgfire.org) and [djelden17@gmail.com](mailto:djelden17@gmail.com)

Post: To website, as Notice of Administrative Decision by October 3, 2025

Exhibit A



## NOTICE OF TYPE I ADMINISTRATIVE DECISION

**December 17, 2025**

### **CASE NO. 2025-3: LIFE BIBLE - EMERGENCY RIVER EROSION MEASURES**

#### **SITE LOCATION:**

The subject site is located at 23650 Peoria Rd. It is also known as tax lot 00605 of Linn County Assessors Map 15S04W09. This site is located on the east bank of the Willamette River, on property that is zoned M-2, with a conditional use applicable to the structures located there. It is located at the northwestern corner of the City's jurisdictional boundaries.

**APPLICANT:** TVP Engineering – Calvin Bontrager  
 260 Ferry St SW, Suite 101  
 Albany, OR 97321

**OWNER:** Life Bible Church  
 PO Box 347  
 23650 Peoria Rd  
 Harrisburg, OR 97446

**SCHEDULED DECISION DATE:** December 17, 2025

**BACKGROUND:** This property underwent a site plan & conditional use permit when constructed as a combination conference center, RV park, and hotel, with the original approval date of 10.20.05. It underwent revisions which were approved on 05.17.06, and the RV Park was further revised and approved on 09.11.07. All conditions were met; the resort operated until 2008. Following the owners reluctant decision to close the resort, Life Bible decided to buy the property. A Conditional Use Permit to construct a 23,000 sq. ft. sanctuary was approved on June 18, 2013. The applicant chose to continue the existing conditional uses, including the 'resort', hotel, and RV park, as modified further in 2013. That approval and resultant conditions that were fully met by the applicant are available as **Exhibit A**. The site plan showing the top of bank measurements to the site plan is shown as **Exhibit B**.

#### **REQUEST:**

The applicant has submitted a Safe Harbor Application and Technical Memorandum as shown in **Exhibit C**, requesting approval to place a coffer dam/sheetpile wall on property located at 23650 Peoria Rd, between the severely eroded bank of the Willamette River, and the Church and hotel structure located on this property. 55 steel beams with steel fronts (sheetpiles) will be punched underground, for approximately 507 feet of the riverbank and as shown in the engineered drawings and site plan shown in **Exhibit D**. Each sheetpile is approximately 48' long, with a 60' beam extending behind to the east, at an angle, underneath the main church structure on the property. These are being placed approximately 20' from the bank of the river, and likewise, or farther from the Church structure.

This emergency project is occurring on river front property, to prevent further erosion, which is highly likely to cause damage to the existing structures at this location prior to winter flooding events on the Willamette River. This property is inside the City boundaries, and the project isn't located directly on the riverbank nor is it located in the Willamette River. This property is also not located in a Special Flood Hazard Area. Wetlands are located on this property, but they are isolated and located 600' to the east, and therefore not affected by this project. There is no Greenway Special Purpose District overlay in this location. Therefore, the overlay zones and specific area plan regulations located in HMC (Harrisburg Municipal Code) 18.55.040 (Greenway (GW) S

Purpose District), HMC 18.55.060 (Wetland Protection), or HMC 18.55.070 (Flood Hazard Management Statutory Authority, Findings of Fact, Purpose & Methods) are not applicable to this project. In addition, while HMC 15.05 Building Codes could possibly apply to this project, and general definitions state that a *structure means any object constructed in or on the ground*, Staff has deemed that more stringent restrictions are located in HMC 18.55.050, and therefore, the Safe Harbor Zone (SH) code shall apply to this project, due to the entire project being located in the riparian zone.

**Discussion:** The property does have riparian areas. Under HMC 18.55 definitions, 'Riparian area' *means the area adjacent to a river, lake or stream, consisting of the area of transition from an aquatic ecosystem to a terrestrial ecosystem*. According to the Linn County 2025 6-inch Ortho Photos shown on the ARC-GIS map, in relation to the original lot lines, the property has lost riverbank from 40' at the southwestern edge of the property, and up to 85' of bank on the northwestern corner of the property. Inside the City limits, there is approximately 424' of bank on the Willamette River located on this property. When the original expansion of the church was built back in 2013, there was 75' or more from the top of bank to the structure along most of the bank, although there was more to the swimming pool and hotel. The average width of bank loss appears to be 62.5 feet, which equates to 26,500 sq. ft., or .61 acres that has likely been lost from the property in this location. Further definitions within HMC 18.55.050 are mostly related to structures. The structures definition in HMC 18.55.050 *'means a building or other major improvement that is built, constructed or installed, not including minor improvements such as fences, utility poles, flagpoles or irrigation system components that are not customarily regulated through zoning ordinances'*.

**Finding:** *No structures underneath the definition of HMC 18.55 are being added to the property, and therefore project can be labeled as a minor improvement that is not customarily regulated through zoning ordinances. As conditioned below; this criterion has been met.*

**Condition No. 1:** In order to uphold the *no structure* clause above, the applicant shall be required to provide the City of Harrisburg with a statement that 'The proposed retaining wall is not supporting the surcharge of the church building(s)'. This shall be stamped and sealed by the engineer of record.

**Discussion:** In section HMC 18.55.050(3), it's clear that this section of the Willamette River is fish-bearing, with an average annual stream flow of more than 1,000 cubic feet per second. Therefore, the riparian boundary shall be 75' upland from the top of bank. In HMC 18.55.050(4), Activities Within the Riparian Area, there is no grading, placement of structures, or impervious surfaces being added. None of the activities in this section are being carried out. Under (7), Existing shoreline stabilization and flood control structures may be maintained. There is no technical stabilization measures in place, that aren't already in the river; but they were present prior to the erosion of bank. As such, Staff notes that in (a), there are no structures, or development of new structures in this area, in which the City Engineer should evaluate the project. However, Staff does feel that in (b), *such alteration of the riparian area shall be approved only if less invasive or nonstructural methods will not adequately meet the stabilization or flood control needs, is applicable*. Therefore, this project should be evaluated by the City Engineer to determine if he feels that there is less invasive methodology that is available. Staff notes that other types of erosion prevention include installation of rip-rap, or installing weirs, both of which would be located inside of, or would be touching the Willamette River.

**Finding:** *HMC 18.55.050(4)(a)(7) states that the City Engineer shall evaluate whether less invasive or nonstructural methods will not adequately meet the stabilization of flood control needs. In an email dated 12.10.25, the City Engineer made a statement shown below. Therefore, the criterion has been met.*

*"He is unaware of any less invasive method to halt erosion, than the applicant's engineer's proposed method, as it is proposed 20-feet outside the top of bank of the river on private property. Other means that have been utilized to address similar issues*

**include river diversion, revetments, and other forms of channel reinforcement or bank stabilization, all within the river. The proposed sheet pile design on private property doesn't appear to significantly impact the river in its current state and is proposed as temporary. The proposed design may be subject to applicability of the building code and confirmation of applicability from the building official".**

**Discussion:** Under HMC 18.55.050(4)(b), *Removal of Riparian Vegetation*, it should be noted that there is no riparian vegetation remaining along this riparian bank. It consists of bare dirt and clay, with occasional boulders and rock. Trees that had been present along the edge of this bank are now inside the Willamette River, and have been trimmed by OSMB to prevent damage to people and boats. The applicant does intend to add seeding to the top of the bank which is currently bare dirt as part of their erosion and sediment control plan. This will further control sediment from leaching into the river.

**Finding: This section does not apply.**

**Discussion:** In HMC 18.55.050(5) *Alteration Requiring Mitigation*; there is no structure being constructed, nor is there a proposal for the addition of impervious surfaces. However, according to 18.55.050(5)(c)(1), the Willamette River qualifies as a stream having an average annual stream flow exceeding 1,000 cubic feet per second and having a 75-foot riparian buffer established under this zone. Structures and impervious surfaces may be placed within the riparian setback under the following conditions.

**Finding: As noted above, there are no structures, or impervious surfaces being constructed; therefore, this is not applicable to this project. Further, there is no vegetation in this area due to the bank erosion, only dirt and rocks; therefore, this is also not applicable to this project.**

**Discussion:** In HMC 18.55.050(5)(c)(2), the applicant shall provide sufficient information regarding the proposed development and potential impacts to riparian resources to allow the staff, in consultation with the ODFW, to determine whether the proposal will provide equal or better protection of riparian resources.

**Finding: The applicant has provided a site plan that asks for the information as outlined in this section of 18.55.050. There is no alteration, and no structures other than existing, and therefore, no 'new' occupation of more than 50% of the width of the riparian area measured from the upland edge of the corridor.**

**Discussion:** In HMC 18.55.050(5)(c)(3), as noted previously, and shown in Exhibit B, the original riparian bank was 75' or more from the structure when it was built in 2013.

**Finding: 75' from the edge of bank is now inside the structure, which likely applies to ¼ of the western side of the large church structure present. Due to the emergency action being taken by the applicant in order to prevent more damage to the property, and ultimately to the structure, the City is justified in not consulting first with ODFW. In this action, there are exceptional physical characteristics present, over which the owner has no control. This is addressed in Condition No. 3 below**

**Discussion:** In Approval of development activities within a riparian area, Approval of the riparian area shall be conditional, requiring compliance with the mitigation recommendations of the Oregon Department of Fish and Wildlife (ODFW) as per OAR 635-415, Fish and Wildlife Habitat. As normal with most true emergencies that take place on the Willamette River, and on other rivers in the State of Oregon, the applicant is allowed to protect their property. However, when the emergency has been met, with an engineered solution, the applicant shall be required to notify ODFW (and any other applicable regulatory agencies) of the actions that they have taken. The applicant shall provide proof of that contact to the City of Harrisburg.

**Finding:** *Once the erosion solution has been installed, and the emergency status is rectified as much as possible, the applicant is required to contact ODFW to let them know of the emergency action, and to provide the City with any results of that contact. Because protection of the Willamette River, is warranted as far as water quality protection, and the effects of pollution on aquatic species, the applicant is further conditioned to provide stringent erosion control measures during this process. The erosion control shall be approved by the Public Works Director, as part of the TMDL process, or in his absence, the City Engineer. The City Engineer has reviewed the erosion control plan, which appears adequate for the level of disturbance proposed (minimal excavation for a staging pit to construct sheet piling on private property). Additional control measures have been requested and are included in Condition No. 3. As conditioned below, this criterion has been met.*

**Condition No. 2:** Following installation, applicant/owner shall contact ODFW to discuss the project and shall provide the City of Harrisburg with information showing that they have done so; including sharing the results of any actions required by the applicant.

**Condition No. 3:** Applicant shall follow stringent erosion control measures as required by HMC 13.30.080 and shall avoid prohibited discharges under HMC 13.30.090. This includes storm water runoff or seepage with eroded sediment. The City Engineer has approved the submitted plan, which appears adequate for the level of disturbance proposed (minimal excavation for a staging pit to construct sheet piling on private property). The following notes apply to Condition No. 3:

- Detailed topography of the flatter area between the top of bank and the excavation isn't clearly defined; however, this can be field adjusted to match conditions during construction to ensure erosion is controlled.
- The applicant shall ensure that all erosion measures are maintained and adjusted as field conditions warrant to avoid any sediment laden runoff from entering the river or leaving the site.
- The applicant's engineer or contractor shall provide a Certified Erosion & Sediment Control Lead (CESCL) through all activities involving soil disturbances.
- It is the applicant's responsibility to confirm all State or Federal permitting is obtained and satisfied, including but not limited to Oregon Department of Environmental Quality Erosion and Sediment Control requirements.

**Discussion:** Within the feasibility memorandum provided by Wolf Water Resources, Inc, page 15 and 16 of Section 4.1 includes that 'sheetpile design' will also require investigation of the subsurface soil profile along the riverbank. Subsurface soils investigations will inform pile drivability (costs, methods, etc.) and intermediate support elements.

**Finding:** *Because the feasibility memorandum includes this information, it is prudent for the City of Harrisburg to require a subsurface soils investigation report to be provided. As conditioned, this criterion has been met.*

**Condition No. 4:** Applicant shall provide the City of Harrisburg with the results of a Subsurface Soils Investigation Report that shows the probable integrity of the riverbank during pile drivability.

**Discussion:** The City recently underwent a cultural survey for work being done in the development of Eagle Park. When the owner's property was first being developed, the City received several calls about arrowheads having been found by the original builder during construction of the conference center and hotel. The city contacted the State Historic Preservation Office, who confirmed that the property had an archeological area, but was not allowed to tell the City where it was located, other than to indicate that it wasn't necessarily

the conference center was located.

**Finding:** *Because the City is well aware of the Kalapuya peoples being in this area for hundreds of years prior to the wave of pioneers and trappers, and due to the possible regulatory requirements that might apply in the future, we are asking that the contractor use the Archaeological Inadvertent Discovery Plan (IDP) shown in Exhibit E, if material is found during ground-disturbing activity. As conditioned, this criterion has been met.*

**Condition No. 5:** Applicant shall use the IDP document shown as **Exhibit E**, if archaeological material is discovered during work.

**Conclusion:** The City declared an emergency in relation to severe erosion of the riverbank adjacent to the applicant's/owners property in July, 2025; this declaration is in effect until July 27, 2027, unless extended. Further erosion has occurred on the riverbank adjacent to property, resulting in further loss of bank, even though there has been no flooding or even a moderate increase in volume on the Willamette River through the end of fall. (As of the 2<sup>nd</sup> week of December, the Willamette River is now experiencing increased volume, and thereby possibly causing additional erosion). The City of Harrisburg has a Waiver of Liability and Release Agreement from when the applicant chose to expand the structure that existed on the property in 2013.

**Finding:** *It is only prudent that the applicant shall also provide the City of Harrisburg with an additional Hold Harmless Agreement, shown in Exhibit F, in relation to the actions that they are undertaking to further protect the structures on their property. In addition, the applicant shall be required to provide the City of Harrisburg with a Certificate of Liability in the amount of \$2 million, with the City listed as Additional Insured. As conditioned, the criterion has been met.*

**Condition No. 6:** The applicant/owner shall provide the City with a signed copy of the Hold Harmless Agreement, as shown in **Exhibit F** to this decision notice. In addition, the City must receive a Certificate of Liability, with the City listed as Additional Insured **in the amount of \$2 Million. Both documents must be provided to the City prior to any work being done on the property in relation to erosion of the riverbank.**

**WHOM TO CONTACT FOR MORE INFORMATION:**

Michele Eldridge, City Administrator, at (541) 995-2200, or [meldridge@ci.harrisburg.or.us](mailto:meldridge@ci.harrisburg.or.us), or Lori Ross, at (541)995-6655, [lross@ci.harrisburg.or.us](mailto:lross@ci.harrisburg.or.us).

Mailing Address: City of Harrisburg, PO Box 378, Harrisburg, OR 97446; Office Location: City Hall, 120 Smith Street

**DECISION-MAKING CRITERIA:**

The City Administrator will evaluate this request based on specific review criteria from the Harrisburg Municipal Code (HMC) and other applicable requirements. The staff-identified criteria for this administrative decision is found in HMC 18.55.050, and HMC 13.30.

**DECISION:**

This decision to approve the requested application has been made, as conditioned by the City Administrator/Planner on December 16, 2025. This decision is not a land use action as defined by ORS 197.015. There is therefore no appeal to the State Land Use Board of Appeals. Applications can be referred to the Planning Commission for review using the Type II procedure where an applicant requests Type II reviews based on the applicable criteria, or where the City Administrator finds the approval criteria or standards are not clear and objective. It is appealable to the Planning Commission, consistent with the provisions in HMC 19.10.020, if there is evidence of clear and compelling error(s) on the part of City staff. Any written appeals must be filed

the City Recorder within 10 business days of approval by the City Administrator.

### CONDITIONS OF APPROVAL

**Condition No. 1:** In order to uphold the *no structure* clause above, the applicant shall be required to provide the City of Harrisburg with a statement that 'The proposed retaining wall is not supporting the surcharge of the church building(s)'. This shall be stamped and sealed by the engineer of record.

**Condition No. 2:** After project installation; applicant/owner shall contact ODFW to discuss the project and shall provide the City of Harrisburg with information showing that they have done so, including sharing the results of any actions required by the applicant.

**Condition No. 3:** Applicant shall follow stringent erosion control measures as required by HMC 13.30.080, and shall avoid prohibited discharges under HMC 13.30.090. This includes storm water runoff or seepage with eroded sediment. The City Engineer has approved the submitted plan, which appears adequate for the level of disturbance proposed (minimal excavation for a staging pit to construct sheet piling on private property). The following additional notes apply to this project:

- Detailed topography of the flatter area between the top of bank and the excavation isn't clearly defined; however, this can be field adjusted to match conditions during construction to ensure erosion is controlled.
- The applicant shall ensure that all erosion measures are maintained and adjusted as field conditions warrant to avoid any sediment laden runoff from entering the river or leaving the site.
- The applicant's engineer or contractor shall provide a Certified Erosion & Sediment Control Lead (CESCL) through all activities involving soil disturbances.
- It is the applicant's responsibility to confirm all State or Federal permitting is obtained and satisfied, including but not limited to Oregon Department of Environmental Quality Erosion and Sediment Control requirements.

**Condition No. 4:** Applicant shall provide the City of Harrisburg with the results of a Subsurface Soils Investigation Report that shows the probable integrity of the riverbank during pile drivability.

**Condition No. 5:** Applicant shall use the IDP document shown as **Exhibit E**, if archaeological material is discovered during work.

**Condition No. 6:** The applicant/owner shall provide the City with a signed copy of the Hold Harmless Agreement, as shown in **Exhibit F** to this decision notice. In addition, the City must receive a Certificate of Liability, with the City listed as Additional Insured **in the amount of \$2 Million. Both documents must be provided to the City prior to any work being done on the property in relation to erosion of the riverbank.**

**The City of Harrisburg does not discriminate against individuals with disabilities, and is an Equal Opportunity Provider.** Persons with disabilities that wish accommodation are requested to contact City hall at 541-995-6655, at least 48 hours prior to the deadline.

Post: To website, Administrative Decision Date: December 17, 2025

- Exhibits A: Approval and Conditions of Approval for previous Site Plan  
 B: Original Top of Bank Measurements 2013 Site Plan  
 C: Safe Harbor Application with Technical Memorandum  
 D: Engineers Site Plan for Sheetpile Wall – Revised 12.16.25

E: Archaeological Inadvertent Discovery Plan (IDP)

F: Hold Harmless Agreement & Waiver

Exhibit A

**City of Harrisburg**  
**PLANNING COMMISSION**

**NOTICE OF DECISION**

**REQUEST:** The applicant requests approval of a Conditional Use Permit to construct a 23,000 sq. ft. sanctuary on the site of the River Bend Resort. The applicant would like to retain the existing approved Conditional Uses, including the Motel, Resort, and RV Park, as modified by the proposal.

**LOCATION:** 23650 Peoria Road  
15S 4W 9, tax lot 605

**HEARING DATE:** June 18, 2013

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

**APPLICANT:** Life Bible Church

**PROPERTY OWNER:** Life Bible Church

**APPEAL DEADLINE:** July 1, 2013, at 5:00 p.m.

**DECISION:** The Harrisburg Planning Commission conducted a public hearing on June 18, 2013, and decided to approve the requested Conditional Use Permit application, subject to the attached conditions of approval. The Planning Commission adopted the findings contained in the Staff Report of the June 18, 2013 Planning Commission meeting, and portions of the minutes from the meeting that demonstrate support for the Planning Commission's actions.

**APPEALS:** This 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 \$350 plus actual expenses for appealing a Planning Commission to the City Council.

**EFFECTIVE DATE:** July 1, 2013, unless an appeal has been filed with the City Recorder.

**EFFECTIVE PERIOD:** Conditional Use Permits shall be effective for one year from the date of approval. If the applicant has not begun the Conditional Use within one year, all approvals shall expire. Where the Planning Commission

finds that conditions have not changed, at its discretion and without a public hearing, the Commission may extend the period one time for a period not to exceed one additional year.

Unless appealed, this Conditional Use Permit approval will expire on July 1, 2014.

### CONDITIONS OF APPROVAL

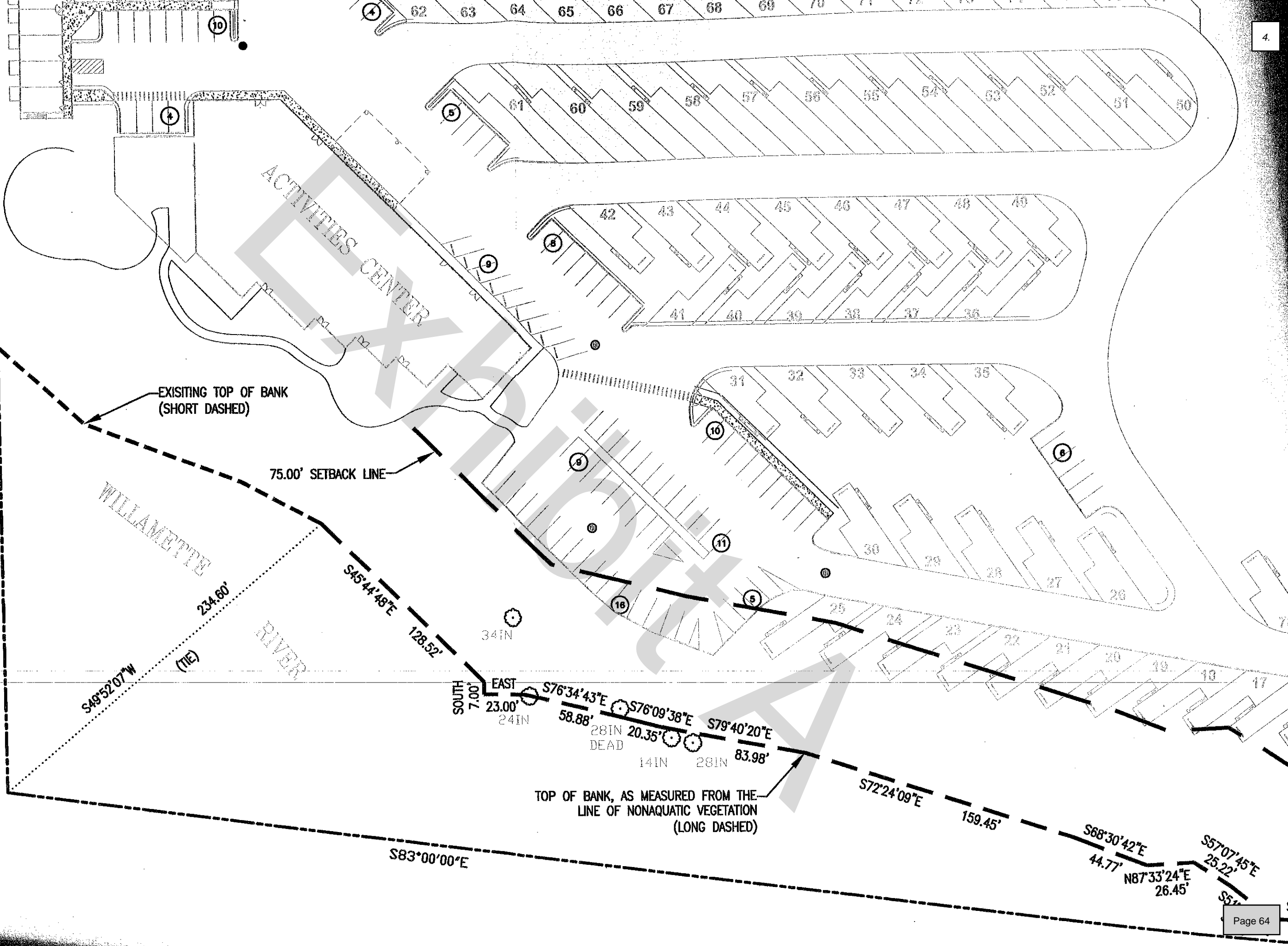
1. **Traffic Impacts** – Prior to the issuance of building permits, the applicant shall provide the City with a trip generation analysis identifying the number of Average Daily Trips for the proposed development, including all of the uses proposed to be operated from the site. Based on the results of this analysis, the applicant may be required to provide additional analysis consistent with HMC 18.95.120.
2. **Bicycle Parking** – Prior to occupancy of the proposed sanctuary, the applicant shall provide 18 bicycle parking spaces on the subject site. The bicycle parking spaces shall be provided consistent with HMC 18.85.060.
3. **Top of Bank** – Prior to the issuance of building permits, the applicant shall provide the City with a survey of the Top of Bank of the Willamette River along the subject site. The survey shall also indicate the 75-ft. setback from the Top of Bank and identify the location of existing and proposed site features and structures, such as existing and proposed vehicle parking, and existing and proposed buildings. The survey shall be prepared by an Oregon licensed surveyor, or a Licensed Civil Engineer. Utilizing the surveyed information, the applicant shall comply with the Safe Harbor zoning provisions in 18.60
4. **Removing RV Utility Services** – Prior to removing or converting RV parking spaces, the applicant will be responsible to cap existing water and sewer services at the main for each RV space being affected. The applicant shall coordinate with the City to inspect and note the capping of each service prior to backfilling. After all of the services have been capped, the applicant will coordinate with the City to administer a smoke test to ensure there are no leaks. A City official shall be present during the smoke testing.
5. **Indemnification and Release Agreement** – Prior to the issuance of building permits, the applicant shall sign an agreement to indemnify and release the City from potential liability from adverse impacts caused by erosion on the subject site. The indemnification and release form will be provided by the City, shall be recorded with Linn County Records Office, and shall run with the land.
6. **Erosion Prevention and Sediment Control** – Prior to the issuance of building permits, the applicant shall provide adequate measures to address potential erosion and sediment runoff onto adjacent properties, water bodies, and the City’s drainage system.
7. **Construction Safety** – Prior to issuance of building permits, the applicant shall identify safety measures on the building permit plans to prevent injury to the public or visitors to the site during construction activities.

8. **Well / City Water** – If the property owner of the subject site connects to the existing on-site well, then the property owner shall install and pay for backflow prevention, as required by the City of Harrisburg.

Exhibit A

479.71

S0°57'44"E





# Harrisburg Safe Harbor/ Greenway Development Permit \$275.00\*

Office Use Only

Permit # 2025-3

EC

No-Rise

LOMA

Attachments

Approved

Denied

Approved Conditional

### Property Information

Site Address: 23650 Peoria Road, Harrisburg

Firm Map & Panel: 41043C1116G

Map and Taxlot #: 15S-04W-09 - 605

BFE (If Applicable): 305

Flood Zone: AE

### Owner Information:

Name: Life Bible Church

Mailing Address: PO Box 347, Harrisburg, OR 97446

Phone: 907-414-2350

Phone:

Email: cari@lifebiblechurch.org

### Applicant Information:

Name: TVP Engineering - Attention: Calvin Bontrager

Mailing Address: 260 Ferry Street SW, Suite 101, Albany, OR 97321

Phone: 541-791-7118

Phone 541-990-5003

Email: calvin@tvp.engineering

### Project Information

Structural retaining wall pile driven.

### Structural Development Project Information- Check all that apply:

#### Type of Use

Describe: \_\_\_\_\_

Existing use is a church and is not to change.

Proposing to construct a pile driven wall to protect existing building from potential erosion from the Willamette River.

#### Type of Activity

New Structure

Addition to Existing Structure

Other: \_\_\_\_\_

### Other Development Activities – Check all that apply:

Clearing of trees, vegetation or debris

Connection to public utilities or services

Drainage Improvement (including culvert work)

Dredging

Fence or Wall Construction

Excavation (not related to structural development above)

Grading

Placement of fill material

Roadway or bridge construction

Paving

Watercourse alteration (attach description)

Other (describe):

\*1 Relocated structures are treated as new construction and must comply with all requirements of HMC Titles 18 or 19

\*2. Provide a full Site Plan. Include all structures, utility lines, impermeable surfaces, landscaping, trees, shrubs, or other vegetation. Show any special zone overlays, such as SFHA or Riparian/Safe Harbor zone locations, and provide setbacks to these areas from any structures. Show existing, and new surfaces if applicable.

\*3. Include Engineering, if needed, for any structures/drilling/excavation projects. Provide Elevation Drawings if applicable. An Erosion/Sediment Control plan is required if the area is adjacent to a river, lake, stream, or wetland.

\*4. Show any proposed alterations of topography or drainage patterns.

\*5. If applicable, show extent of any vegetation removal, and the characteristics of the existing vegetation, including types and density.

\*6. Include Habitat Mitigation Assessment Form if applicable.

By signing below, I/we agree to the terms and conditions of this permit and certify, to the best of my/our knowledge the information contained in this application is true and accurate.

Calvin Bontrager

Printed Name

*Calvin Bontrager*

Signature

11-25-25

Date

Deanna Baxley

Printed Name

*Deanna Baxley*

Signature

11-25-25

Date

\*Pass through costs (City Engineer Review) to the City will be payable by the applicant.

# Technical Memorandum

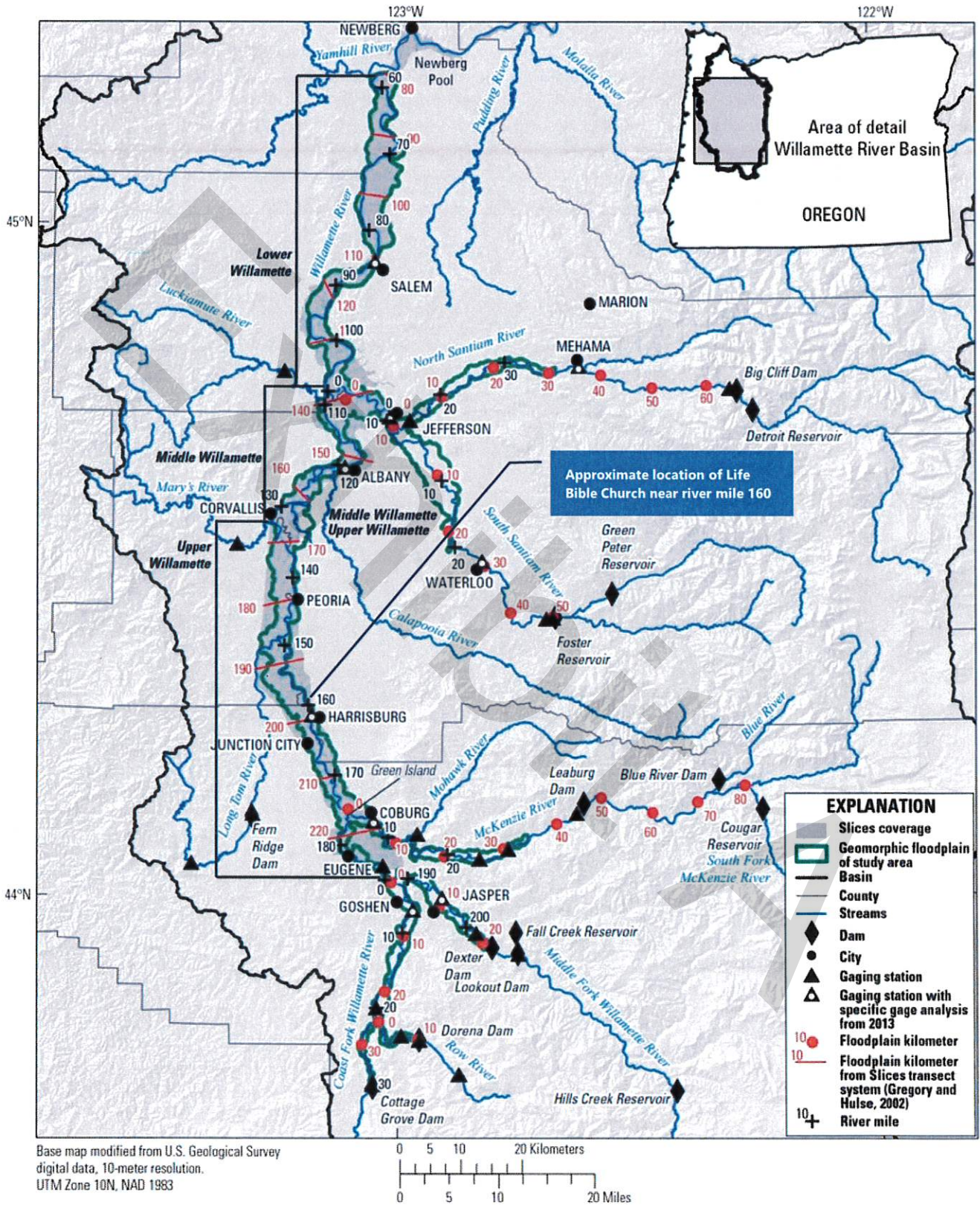
<b>Date:</b>	OCTOBER 30, 2025
<b>To:</b>	Life Bible Church; C/O Cari Malpass, Administrator
<b>From:</b>	Wolf Water Resources, Inc.
<b>Project:</b>	Willamette River Bank Restoration - Life Bible Church
<b>Subject:</b>	Initial Feasibility Memorandum

## 1. Introduction

The Willamette River bank adjacent to Life Bible Church (LBC, or Church) in Harrisburg, Oregon, (Figure 1) has experienced significant erosion in the recent past. LBC has relocated fencing (landward) along the top of the bank several times in recent years, and sections of concrete walkway along a pool and a large oak tree have fallen into the river in the spring and summer of 2025. The City of Harrisburg-owned property directly north of LBC has also experienced significant erosion along the river, where the city maintains municipal stormwater ponds.

W2r was asked by LBC to assist in understanding the nature of the bank erosion and identify potential options for preventing future bank erosion and associated property damage or loss. W2r participated in initial communications with the LBC, surrounding private landowners, and local watershed conservations organizations beginning in the summer of 2024 to explore potential short- and/or long-term solutions.

After site visits and several meetings, LBC contracted W2r to assess initial feasibility of bank protection and potential broader solutions. This memo documents (1) geomorphic characteristics of the eroding bank area and dynamics of this reach of the Willamette River to inform potential bank protection and restoration options, (2) permitting strategies for implementation of short- and long-term erosion protection / restoration options, and (3) initial conceptual designs for short- and long-term options including drawbacks, advantages, and budgetary construction cost estimates.



Base map modified from U.S. Geological Survey digital data, 10-meter resolution. UTM Zone 10N, NAD 1983

Figure 1: Overview map of the Willamette River from Wallick et al. 2013 provides context for the focus of this memo, the river reach north of Harrisburg where the Life Bible Church is located.

## 2. Geomorphic Assessment

### 2.1 Geologic and Geomorphic Setting

The town of Harrisburg (at RM 161) and the project reach are within the middle Willamette River—a low gradient and dynamic, alluvial river (Figure 2). In the last two centuries, the Willamette River has been subjected to a series of large anthropogenic impacts including building dams on all the major tributaries, levees and bank protection along long stretches of the mainstem river, and floodplain encroachment throughout much of the valley that restricts the available width for river migration and downstream translation of meanders (Wallick et al. 2013).

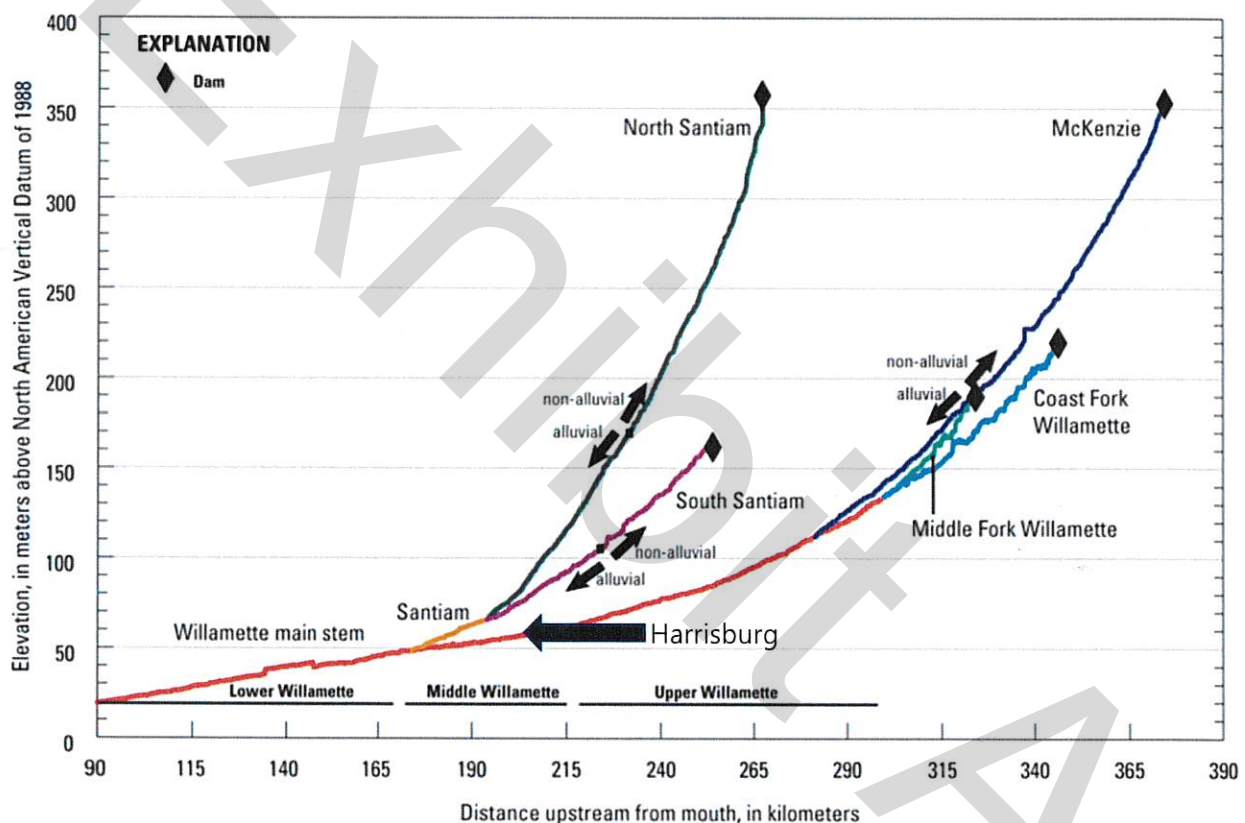


Figure 2. Longitudinal profile of the Willamette River and tributaries showing the approximate location of the project site near Harrisburg (figure adapted from Wallick et al. 2013). Note that this figure uses kilometers and meters rather than miles and feet.

To demonstrate the dynamic nature of the middle Willamette River, we compiled nearly a century of aerial photos that show the dominant features of the river and floodplain (Figure 3). The Life Bible Church property has been at the outside of a meander since our earliest aerial imagery, and even back to GLO maps from 1853. We acquired these images from the U.S. Army Corps of Engineers Portland District, U.S. Department of Agriculture, and GoogleEarth. Throughout the 20<sup>th</sup> century, the river lost complexity and active floodplain area through numerous major avulsions driven by episodic floods that may have been exacerbated by land and water-uses locally and in the upper watershed. By 1976 the river had moved close to the modern day alignment which, by this time, the tributary dams had been constructed and flood control structures, including levees and armored bank

revetments, ran along much of the river. Although bank erosion has continued at a steady rate, no major avulsion has occurred in the immediate vicinity of the project site since 1976. This does not undermine the seriousness of the current bank retreat and failure, but underscores the importance of the decades of work and millions of dollars spent on tributary dams, revetments, and levees in the Willamette River basin that have all worked to reduce the natural rate of channel migration and bank retreat. Figure 3 also illustrates the growth and downstream translation of large sand/gravel bars, the loss of side channels and auxiliary flow paths, as well as the extents of the 1996 flood.

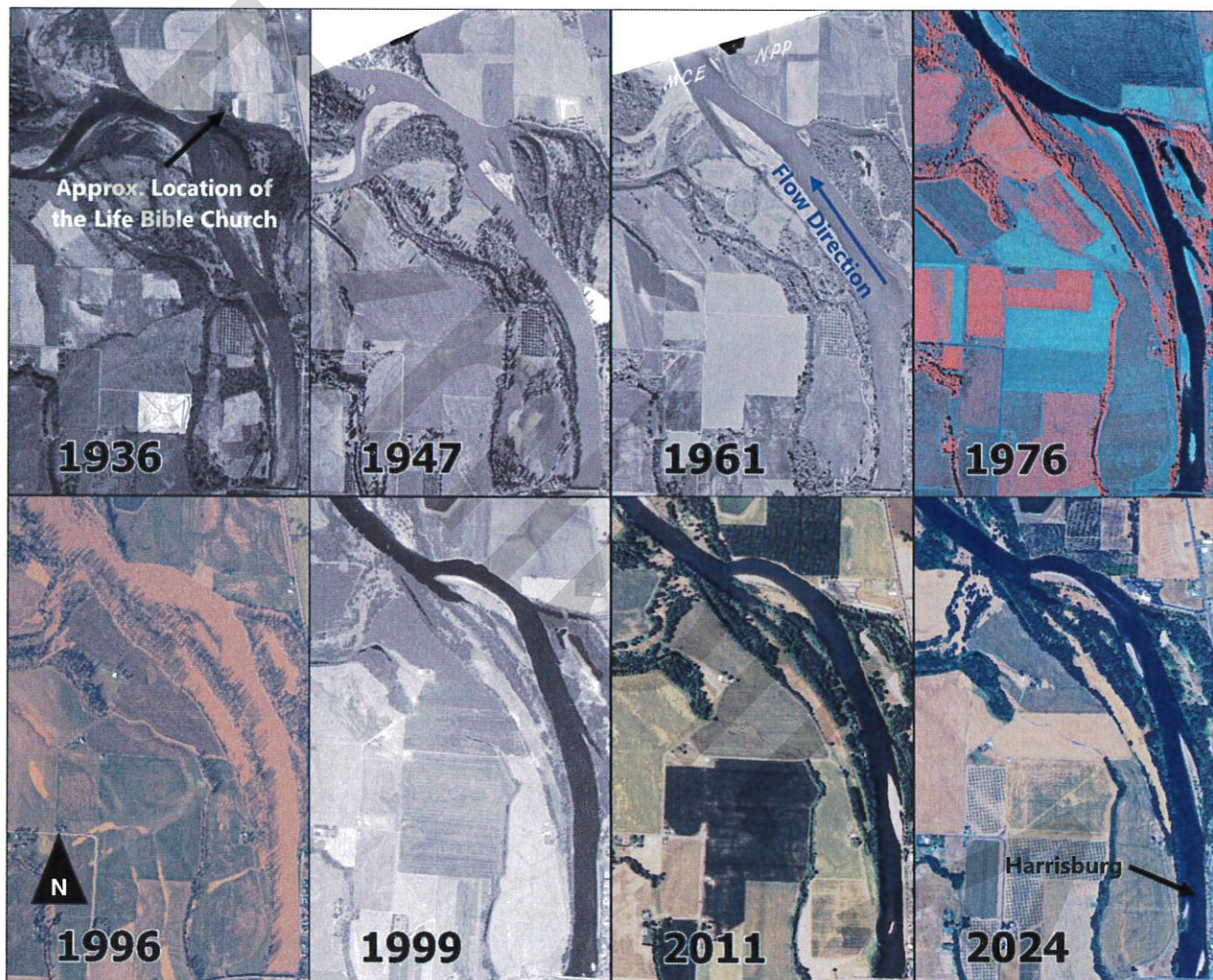


Figure 3. Time-series composite of historical aerial imagery of the project reach.

The bed slope of the middle Willamette River is  $\sim 0.086\%$  and drops consistently through this reach as the river follows the dominant portions of its historical meander trace through the valley (Wallick et al. 2013). These characteristics indicate the project reach historically existed within a predominately depositional and dynamic part of the valley.

The channel bed of the Willamette River within the project reach is primarily sand with some proportions of gravel (Bervid and Jones 2025). This may lead to a bimodal grain size distribution with significant amounts of sand and gravel where transport is dictated by the mobility of the sand. While the Wolman pebble counts stop at 2mm, there is ample evidence that suggests sand makes up a significant portion of the mainstem Willamette (Wallick et al. 2013), however bed material sampling

in this reach is not available and remains a data gap in this assessment (see Figure 4). The sand content of this reach could range from just a few percent up to 30% based on sampling conducted on upstream and downstream reaches. This creates very mobile and dynamic bed forms, such as sand/gravel bars, that are subject to deep scour, where the stability of larger material (boulders and riprap) is dependent on the stability of the finer grains they rest on (Wilcock and Kenworthy 2002). Despite the construction of tributary dams and other flood control facilities like levees and revetments, the availability of sand is unlikely to decrease significantly as most sand is sourced from bed scour and bank erosion on large alluvial rivers (Nittrouer 2014).

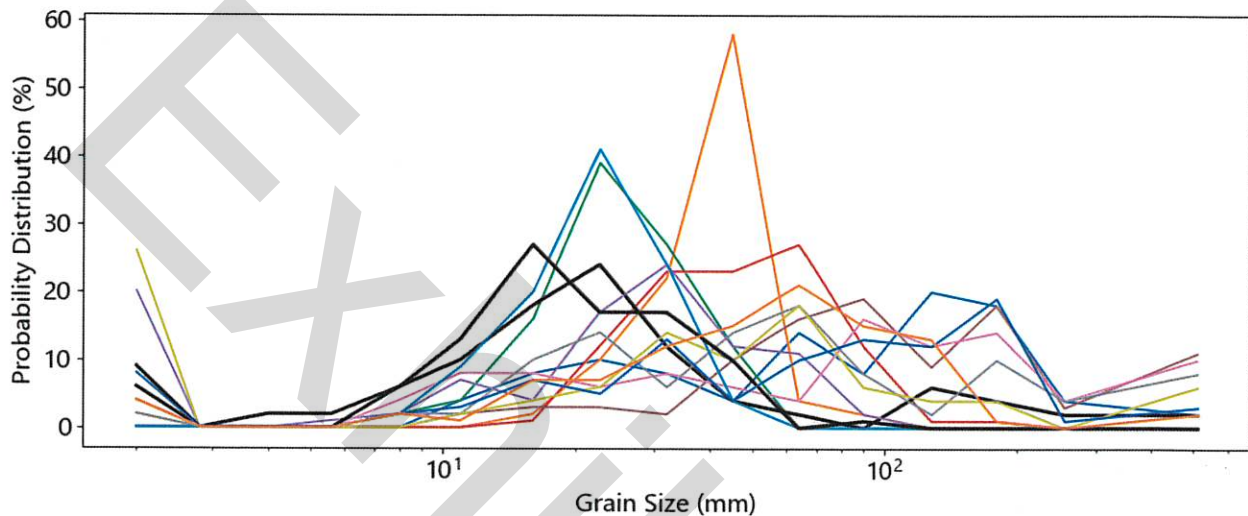


Figure 4: Wolman pebble counts in the Middle and Upper Willamette River reaches from Bervid and Jones (2025), not including any grain sizes smaller than 2mm. Although only the black lines represent mainstem Willamette samples, while the other lines represent tributaries within those reaches.

The riverbank along the river-right, or eastern, side of the river closest to the Church appear to graded in size from large gravels at the base near the water's edge to sand and silt at the top near the floodplain surface (Figure 5). Alluvial features such as cross-bedding are visible in the bank stratigraphy; cross-bedding indicates active migration of bed forms. Immediately downstream of the church, it appears the bank failure mechanism is scouring of the gravel material at the toe of the bank leading to gravity-driven, block failure of the finer-grained and likely more cohesive material of the upper bank. This is likely the same style of failure along the bend at the Church, although the material that fell into the channel may have been washed away. It is unclear whether this riprap material was placed or simply fell in from the banks – further investigation is warranted.

Gravity-driven block failure is prone to failure in large, sudden mass movements rather than a steady, uniform bank retreat. Where there is more gravel present in the banks, such as adjacent to the church, the failure style may be more consistent with fewer mass wasting events and subsequently, less build-up of armoring material at the toe of the banks. The preceding statements are based on limited site-specific knowledge and there may be other styles of failure present. Understanding the style of bank failure warrants further investigation.

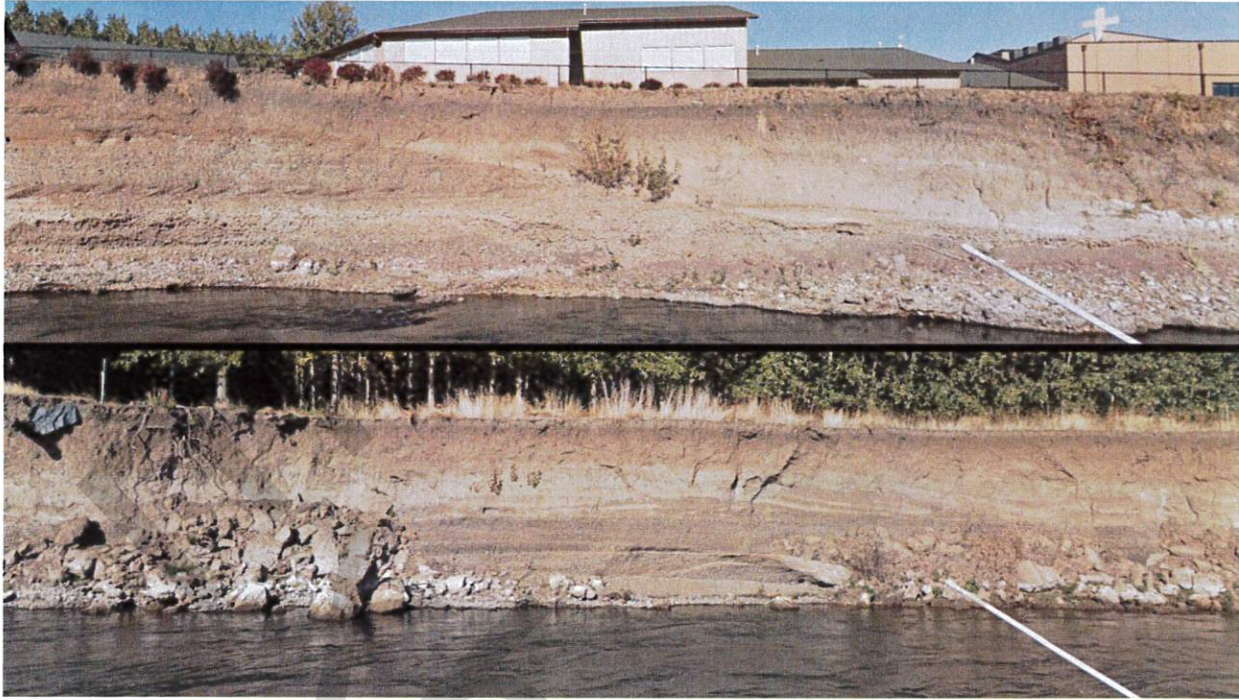


Figure 5. Google Earth images from 2015 showing the sediment composition of the riverbank at the project site: the top image shows the riverbank adjacent to the church buildings and the bottom image shows the riverbank ~1000 feet downstream.

We calculated bank erosion rates along the banks of the Willamette River adjacent to the Life Bible Church. Using NAIP imagery, we digitized six bank lines from 2011 to 2024. Erosion distances were calculated using cross-sections at 10-foot intervals. The distribution of measured erosion rates and calculated means for each time interval are shown in Figure 6. The average rate of bank erosion across all time periods is over 3 feet per year – a moderate to high rate year over year.

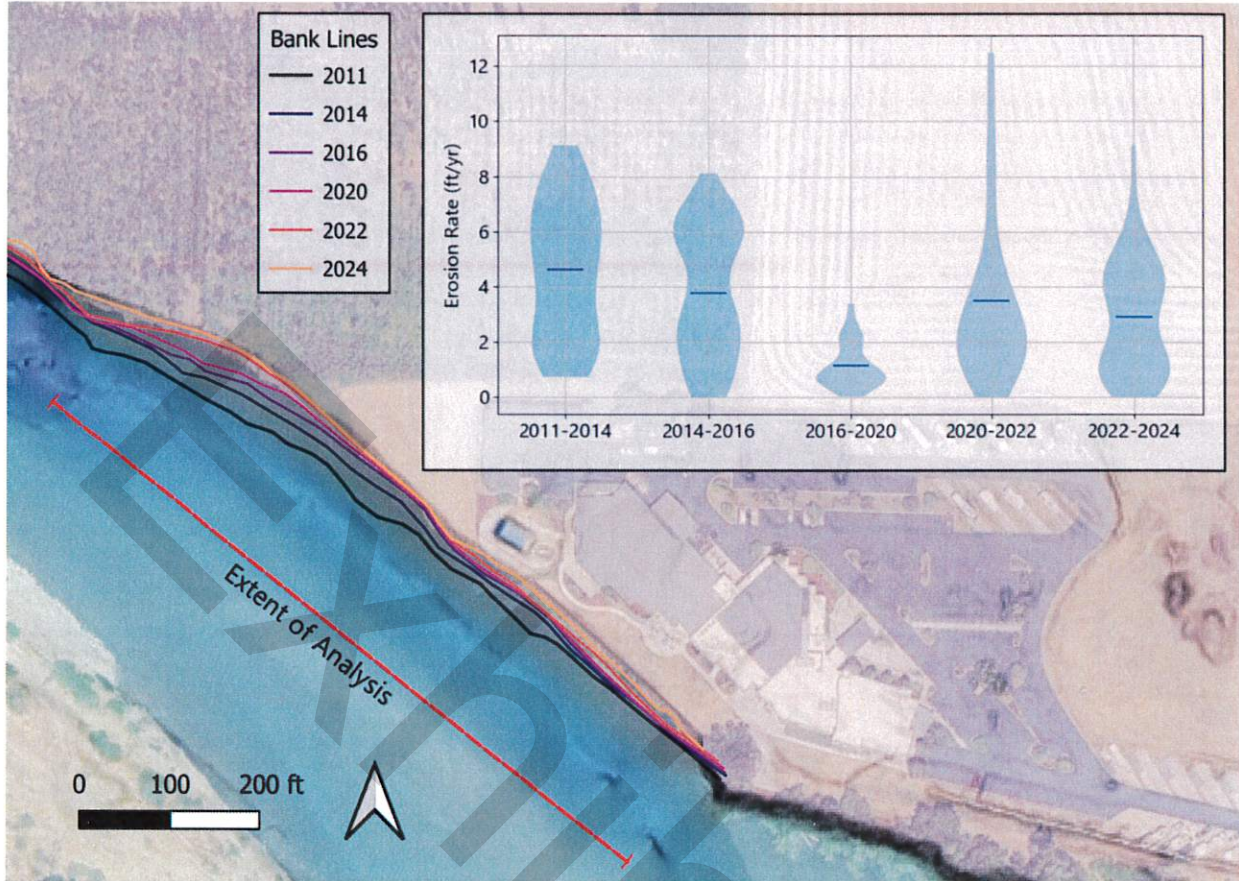


Figure 6: Erosion rates from top of bank lines digitized using NAIP imagery. The horizontal blue lines on the violin plots indicate the average rate for that time interval.

## 2.2 Composite Terrain

We developed a composite bare earth terrain using various datasets to best represent current conditions of the Willamette River and the banks along the Life Bible Church (Figure 7). While LiDAR was flown in 2024 as part of the USGS 3DEP program, it is not yet available.

The topography is based on 2009 LiDAR while the bathymetry was interpolated from single-beam sonar surveys collected in 2017-2018. Imagery from 2024 was used to trace out the modern river alignment; within this extent the bathymetry was interpolated from the sonar survey.

Because the bathymetry is from 2017-2018, it is possible that the thalweg of the channel has since moved further out as the banks retreated and this composite terrain is underestimating the toe slopes along the right bank. Similarly, potential point bar growth from the last eight years, which would increase hydraulic pressure on the right bank, is not present in this composite terrain. The

composite terrain is shown in the conceptual design figures shown in Section 4, below.

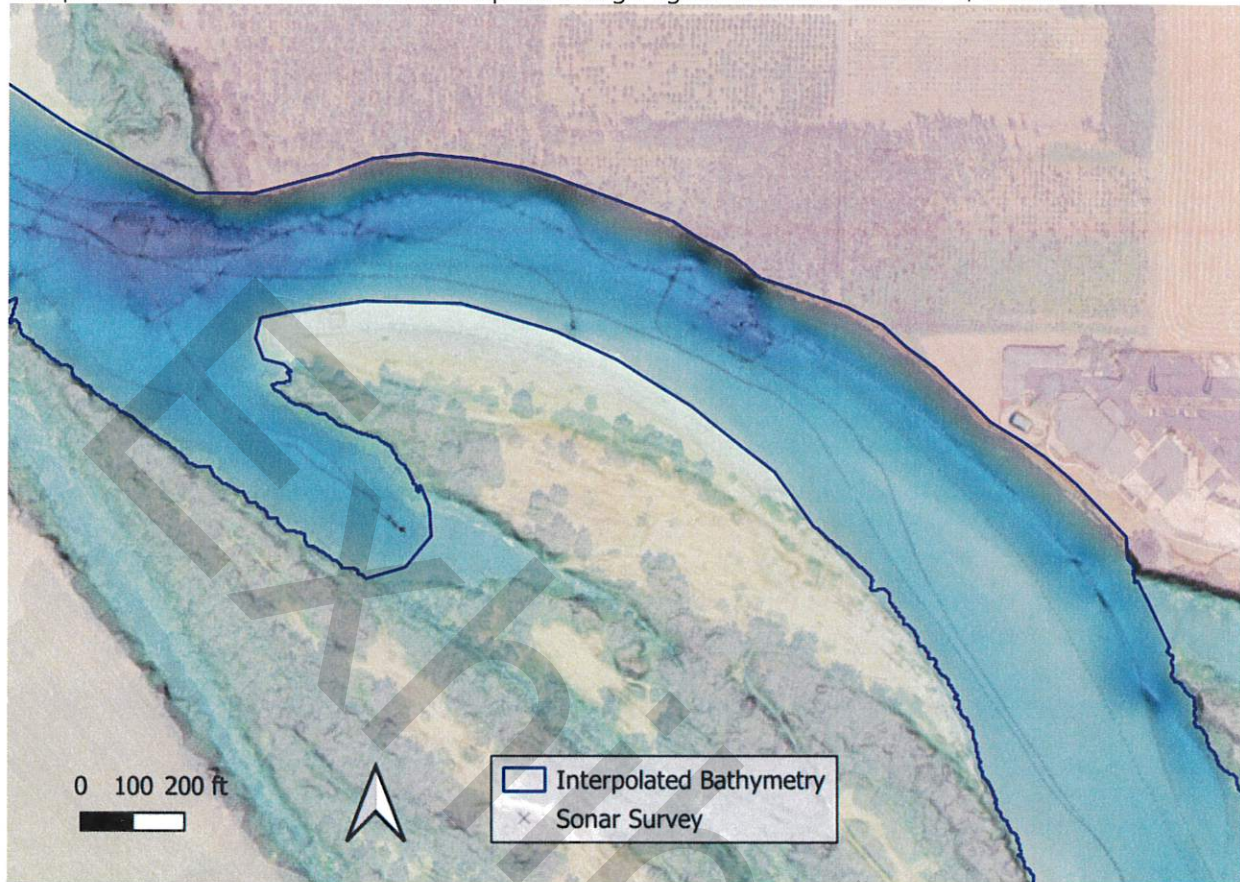


Figure 7: Example of the composite terrain with slope shading and the elements used to build the terrain.

### 3. Permitting Coordination

Possible short- and long-term measures to address erosion of the riverbank in this location could be complex and could involve impacts to the river. The Willamette River is considered Essential Salmonid Habitat (ESH) and provides habitat for Endangered Species Act (ESA) listed spring Chinook salmon (*Oncorhynchus tshawytscha*), and thus, impacts to this waterway in the form of removal of native material, placement of fill, or alteration of river flows could require review, notification, and/or permitting from various federal, state, and local agencies. These agencies include, but are not be limited to, federal organizations including the U.S. Army Corps of Engineers (USACE) and the National Marine Fisheries Service (NMFS); state organizations including the Oregon Department of State Lands (DSL), Oregon State Preservation Office (SHPO), Oregon Department of Environmental Quality (DEQ), Oregon Department of Fish and Wildlife (ODFW), the Department of Land Conservation and Development (DLCD), and the Oregon State Marine Board (OSMB); and local offices including the City of Harrisburg, Linn County, Benton County, and Lane County. Tribal agencies may also need to be consulted, and tribal regulations may need to be considered depending on proposed solution designs. Early potential options involved work within the river and/or its adjacent floodplains and wetlands.

### 3.1 Federal Agency Permitting Requirements and Coordination

Section 404 of the Clean Water Act (CWA) requires a USACE permit for discharge of dredged or fill material into Waters of the United States. W2r has communicated with USACE Project Managers about the erosion issue along this stretch of the Willamette River, and it was discussed that a short term solution is warranted to safeguard the church development from immediate catastrophic damage from potential winter flooding and acute land loss. In order for USACE to approve any permit for impacts to Waters of the United States, designs for either a short- or long-term solution must also comply with NMFS requirements that protect ESA-listed species and their habitat. In addition, for any project with a federal nexus (for example, a permit approved by a federal agency), cultural resources must be assessed prior to permit approval. A cultural resources specialist will be required to conduct this assessment and provide findings to SHPO (see subsection 3.2 for more detail).

In addition to communications with individual agencies for potential solutions and permitting pathways, a Kaizen Meeting, or a pre-application meeting for prospective removal-fill or 404/401 Water Quality Certification permit applicants with large, complex, or controversial projects, was held on August 20<sup>th</sup>, 2025, from 1:00 – 3:00 pm. USACE and NMFS, along with numerous state and local permitting agencies and interested parties, attended the Kaizen Meeting on August 20<sup>th</sup>. During the meeting, USACE and NMFS representatives discussed the following topics:

- Emergency permitting would require ESA compliance and a 401 Water Quality Certification (WQC) through DEQ. ESA compliance could be sought after bank stabilization work is completed.
- NMFS support a sustainable, long-term solution focused on both erosion risk reduction and fish habitat creation.
- NMFS pointed out the differences between permitting review timelines of utilizing a programmatic (ESA biological opinion) that has been developed for a finite range of in-water work and impacts (a significantly shorter review period) versus a much longer timeline to review an individual opinion (required if the solution design does not meet requirements of a programmatic). An individual opinion could take 1 to 2 years to be approved by NMFS.
- Short-term permitting could be achieved for USACE through Nationwide 13 for bank stabilization actions; however, bank stabilization would need to comply with NMFS standards and may require bioengineering, which may or may not be appropriate or feasible at the site location. Nationwide permits are typically reviewed within 45-60 days. Deviations from USACE Nationwide 13 requirements (which have maximum amounts of fill below OHW and length of treated bank) need to be approved by a USACE District Engineer.

- The permitting for long-term bank stability, which is focused on restoration of the Willamette River floodplains along this reach and building out the bank west of the LBC and city stormwater facilities (see Section 4 for more detail) could be approved via a Nationwide 27 permit (USACE) and NMFS SLOPES V Restoration programmatic opinion.

### 3.2 State Agency Permitting Requirements and Coordination

Numerous state agencies may be involved in permitting either or both short- and long-term in-water measures to address bank erosion. For work done within wetlands and/or waters, DSL and DEQ will need to issue permits including a Joint Permit Application (JPA) and a 401 Water Quality Certification (WQC), respectively. For work done within the Willamette, ODFW will also need to review the project design, any dewatering plans and fish salvage plans, and issue a fish passage approval.

During the Kaizen Meeting, the following topics were discussed by state agencies:

- To address Oregon's Removal-Fill Law, the JPA for this project would be reviewed by DSL as an Individual Permit (IP). This has longer review periods (typically six months) due to the complex nature of the project.
- DEQ would be required to issue a 401 WQC for any short- or long-term work within wetlands or waters. Any form of bioengineering would help to expedite approval of the plans.
- If the project, including construction and staging, disturbs more than 1 acre of land (whether in wetlands/waters or not), a 1200-C permit is required from DEQ.
- A Land Use Compatibility Statement (LUCS) would be required from both DEQ and DSL (to be submitted with the JPA) of any county involved if the project spans two or more counties.
- ODFW Fish Biologists and Fish Passage Coordinator would need to review and approve the fish passage plan.

In addition to permitting agencies, numerous non-permitting state agencies were present at the Kaizen Meeting. These included representatives from OSMB and DLCD. OSMB oversees navigable waterways primarily from the point of recreationalists, and communication with OSMB would be vital to protect boaters, paddlers, and floaters on the Willamette if direct actions were proposed within the river. OSMB representatives indicated that a hydraulic and hydrologic (H&H) model would be needed to inform OSMB of proposed changes and potential risks to recreationalists. During the meeting, DLCD offered to provide technical assistance with county-level floodplain permitting.

Though no representatives from SHPO attended the meeting, a qualified cultural resource expert must be hired to assess the site for sensitive cultural resources prior to authorization of any federal permits. Without this assessment, USACE will not approve a JPA. The cultural resource expert will

submit a report of their findings to SHPO and create an inadvertent discovery plan for the planned project. It is recommended that the cultural resource expert and the LBC contact local tribal representatives before conducting the assessment, and to get their feedback while drafting the inadvertent discovery plan.

### 3.3 Local Agency Permitting Requirements and Coordination

Local jurisdictional agencies involved in work within the Willamette River may include Linn, Lane, and Benton Counties (dependent on the footprint of the proposed project), and the City of Harrisburg (if project elements fall within city boundaries). Work within the 100-year floodplain will require a Floodplain Development Permit from any county within which that work is located. The City of Harrisburg also has specific requirements for any development proposed within the floodplain.

Representatives from the City of Harrisburg and Linn County were present at the Kaizen Meeting on August 20<sup>th</sup>. The following was discussed by these groups:

- Urgency in addressing the erosion before catastrophic damage was done to the LBC property was stated by both the city representative and Linn County Commissioner.
- The City of Harrisburg recently adopted new city development code language to comply with the no net loss standards included in the FEMA Endangered Species Act Biological Opinion that was released in 2024.
- Floodplain Development Permits would be required from counties for both a short-term and long-term solution to the bank erosion if work occurs within a FEMA mapped floodplain.

Representatives from the Long Tom Watershed Council (LTWC) were also present for the Kaizen Meeting. The LTWC is not a permitting agency; however, the group would benefit any phase of a project that occurs within the Willamette River by providing connections to subject matter experts, guidance on permitting, and grant application assistance.

## 4. Concept Design

This section describes initial feasibility of design concepts for restoration and stabilization of the riverbank adjacent to the church. The feasibility assessment is organized by two phases. Phase 1 options are intended as a short-term stabilization of the riverbank that can be implemented relatively quickly, and this phase involves hard engineered or structural stabilization elements. Phase 2 is intended as a longer-term restoration involving a much larger region of the river and floodplain extending well upstream and downstream of the immediate bank below the church. Phase 2 is also intended to have broad aquatic habitat uplift benefits that could target funding through state and other watershed enhancement funding sources. The initial feasibility considerations (advantages, drawbacks, etc.) of these two primary phase options are described below.

### 4.1 Phase 1 Short Term Riverbank Stabilization.

Phase 1 riverbank stabilization options are intended to be implemented in a relatively short time frame and focus on resisting erosive forces and protecting the bank rather than reducing hydraulic forces along the bank. These options would focus solely or primarily on the immediate vicinity of the LBC property, and thus would require less coordination or involvement with adjacent landowners. Two initial options that fall into the category of Phase 1 approaches include rock stabilizations in the river and structural/geotechnical engineer solutions outside of the river.

#### 4.1.1 Rock Stabilization

Rock stabilization measures could include a number of traditional engineering river training or redirecting elements such as rock groins (oriented perpendicular or downstream), bendway weirs (oriented upstream), continuous rock revetment or buttresses, among many other similar structures. All of these measures involve primarily large rock (i.e., diameters in the range of 4 to 6 feet to remain stable during extremely high hydraulic forces), but could incorporate bioengineering elements such as large woody debris to some extent if beneficial or desirable.

Because of the long (i.e., over 500 linear feet) bank section that has eroded below the church, non-continuous measures such as groins or weirs would cost significantly less than a continuous revetment or buttress that covered the entire length of bank. Bendway weirs have also been shown to be effective in the Willamette River in the past. Thus, bendway weirs were prioritized over other rock structures for this initial feasibility assessment.

**Bendway Weirs.** A series of bendway weirs were installed upstream in the Middle Fork Willamette River near Springfield to limit outside bend erosion and meander migration approximately 30 years ago, according to conversations with ODFW (see Figure 8 below). Bendway weirs in general are discrete rock structures that extend from the bank into the river typically no more than 1/3 of the width of the river. The weir rock structures are angled upstream (into the flow) and downward so that

when high flows overtop the rock, flows are redirected perpendicular to the crest (top) of the structure and away from the bank (see conceptual diagram in Figure 9 below.).



Figure 8: Aerial photographs (top – 2003, middle – 2014, and bottom – 2024) showing rock bendway weirs along the left bank outside bend (flow proceeding from right to left) constructed in the Middle Fork Willamette River upstream of Clearwater Park in Springfield, Oregon, that have been stable and functional according to conversations with ODFW.

**Benefits.** Bendway weirs are designed in sequence with maximum/minimum spacing criteria over the length of treatment. They also typically do not extend significantly above ordinary high water (OHW), so at the church they would end approximately 5 to 10 feet below the top of bank. Because they are limited vertically and also laterally (along the bank), they require a smaller quantity of rock material than continuous rock structures.

**Drawbacks.** Bendway weirs also present several significant drawbacks. A primary drawback is that placing rock fill in the Willamette River has significant environmental and floodplain development permitting challenges (see preceding section discussing initial permitting coordination).

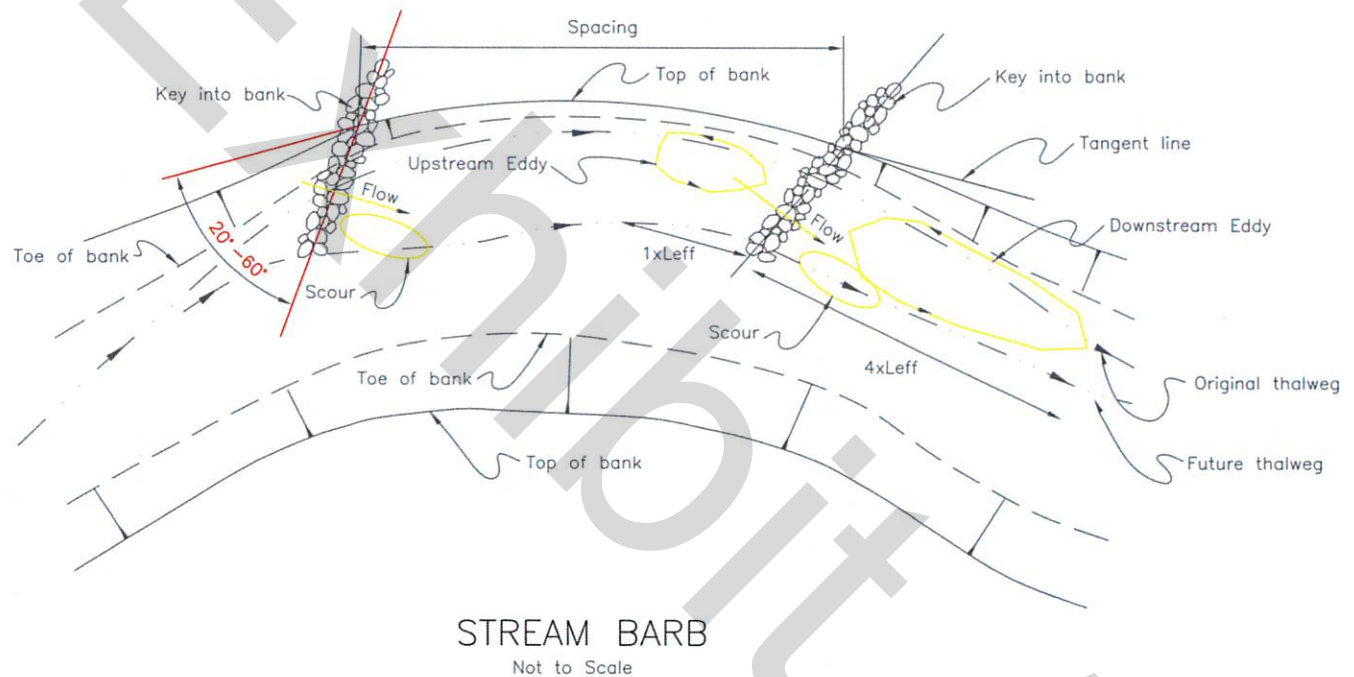


Figure 9: Conceptual illustration of a sequence of bendway rock weirs (USDA NRCS Engineering Technical Note 12, 2001).

Another significant drawback to the weirs is they carry significant construction costs. High costs are due primarily due to the very high bank (and thus high quantity of rock required – even for discrete rock structures), as well as the high unit cost of large boulders required at this location. Budgetary construction costs are summarized in Section 4.3 below. Further, rock weirs would not provide complete assurance of bank stabilization and protection as both the river hydraulics and current bank heights are extreme at this location.

Bendway weirs designed at the church bank are shown in plan and section views in Attachment A. Initial design criteria are also summarized in Attachment B. Approximately four large weirs would be required along the bank. The weirs would be over 100 feet long with an average height of 15 feet.

The quantity of rock required for each weir and in total is estimated to be approximately 10,000 tons and 41,000 tons, respectively.

#### 4.1.2 Structural Wall Solutions.

Structural (and combined geotechnical) engineering solutions may also be feasible to protect the church from continued loss of bank. Structural solutions include sheetpile walls installed at the top of bank. The sheetpiles (e.g., steel AZ sheet pairs) would be driven vertically downward into bank soils well below estimated future scour depths, and would likely require intermediate support elements such as tie-back anchors or batter piles near or at the top of the wall. A potential sheetpile wall alignment is shown in Figure 10 below.

**Benefits.** Structural solutions such as sheetpile walls present a significant advantage over those involving placing fill in the river in that they require little (if any) environmental permitting given they are installed above (outside or beyond) the OWH limits (top of the vertical bank) of the river. Thus, structural options could be implemented faster and/or with fewer environmental mitigation requirements. This option has support from permitting agencies because actions are outside of river and wetland review jurisdictions.



Figure 10: Conceptual sheetpile wall (red lines) approximate location and extents shown relative to the church and eroded bank.

**Drawbacks.** One risk or likely outcome with sheetpile wall installation is the loss of remaining bank beyond (riverward) of the wall. The process of driving the sheets (either vibratory or impact hammer methods) may result in fracturing / calving of the bank because the wall would be close (5 to 10 foot) from the top of the bank. It is likely this remaining bank would fracture or erode into the river during or shortly after construction; however, the wall would be designed to be stable whether this soil remained or not.

Another significant downside to sheetpile walls options include their anticipated construction costs. The length (vertical height) of the anticipated sheets (approximated to be at least two times the height of the bank (nearly 30 feet) from top of bank to bottom of scour, or a total of 80 feet of sheetpile) is significant and would likely require new steel sheets to be purchased for the project, as opposed to repurposing sheets that construction contractors may have on hand. Budgetary construction costs are summarized in Section 4.3.

Sheetpile designs will also require investigation of the subsurface soil profile along the riverbank. Subsurface soils investigations will inform pile driveability (costs, methods, etc.) and intermediate support elements.

#### 4.2 Phase 2 Broad Habitat Restoration and Stabilization

A phase 2 (longer term) solution could also be pursued to protect and stabilize the riverbank below the church via a different approach – one that seeks to reduce / relocate hydraulic scour potential associated with the mainstem river, rather than resist hydraulic forces. The phase 2 approach also involves broad floodplain restoration and reconnection benefitting aquatic species including threatened/endangered Willamette Basin salmonids.

The phase 2 approach could be modeled after similar, nearby Willamette River tributary mainstem river restoration projects such as McKenzie River Finn Rock Restoration (2023 to 2024) and South Forth McKenzie River Restoration (2021 to 2024), which involved broad scale floodplain-focused habitat uplift that also converted single-thread mainstem channels into lower energy, well-connected floodplains. Aerial photographs of before/after images of the McKenzie River Project are shown in Figure 11 below.

Initial plan and section of the Phase 2 option are illustrated in Appendix A. The phase 2 solution could involve the following elements:

- **Mainstem relocation** to a former position (circa 1950s) and maintenance of this primary channel for boating and other recreational uses;
- **Broad floodplain connection** and expansion targeting summer base flow water levels;

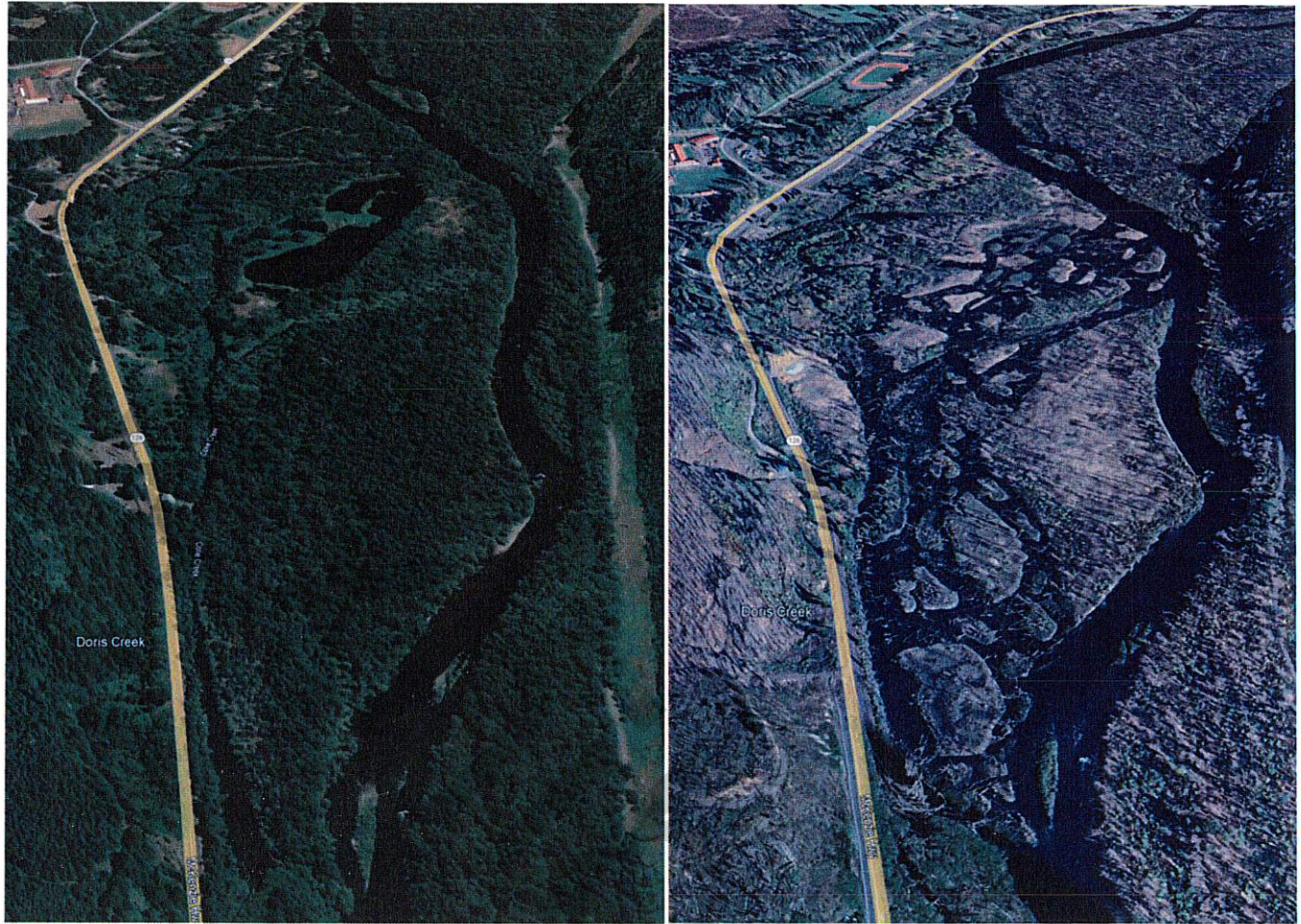


Figure 11: Before (2020) and after (2025) restoration aerial photographs of McKenzie River at Finn Rock (looking upstream, or northeast), whereby average streampower of the mainstem river was significantly reduced, while also benefiting aquatic species habitats such as federally listed salmonids.

- Floodplain habitats would target **native fish and wildlife species** including spawning and rearing habitats for ESA-listed salmonids, native turtles, lamprey, amphibians, and other priority floodplain species.
- Establishing an **expansive floodplain wetland complex** through the project area that provides roughness and hydraulic diversity via vegetation establishment that improves/increases over time;
- **Naturalization of a former gravel mine** along the right bank immediately upstream of the LBC bank including pond filling and regrading;
- Rebuilding or **expanding the bank along the church** to a significant degree by approximately 100 to 200 feet or more;
- Measures to **reduce the risk of future mainstem eastward migration** and reoccupation of the current alignment including engineered log structures at high risk locations;

**Benefits.** There are several benefits to a longer term and broader restoration approach, including that it would have broad support from the environmental and resource review and watershed enhancement community including OWEB, ODFW, watershed councils, and similar organizations. Thus, the potential for receiving outside funding is much greater than for a stabilization-focused approach. The project could be crafted and characterized similar to the prior-mentioned large, voluntary, habitat restoration projects, which were funded through salmonid recovery monies. The bank reconstruction component could be characterized as an almost-ancillary benefit consistent with the broader floodplain reconnection, similar to several similar habitat projects which also reduced hydraulics forces on adjacent highway embankments and bridge crossings.

**Drawbacks.** The two primary disadvantages to the phase 2 solution are adjacent landowner requirements and construction costs. At least three landowners on the west side of the floodplain opposite the church would need to approve the phase 2 project and/or associated land acquisitions or easements. Initial landowner coordination suggests that land transfers / sales may present mutual benefits, but agreements details would require significant time and coordination on the order of several years.

Phase 2 construction costs are also anticipated to be very high due to the large quantity of excavation / grading and water management required to relocate the mainstem and reconnect relic high floodplain terraces, etc. Budgetary construction costs are summarized in Section 4.3.

#### **4.3 Budgetary Construction and Total Project Costs for Feasibility Evaluations**

Budgetary estimates of total project costs were approximated to inform general feasibility comparisons. Total project costs were difficult to estimate at this early phase of conceptual design because all project stages (design, permitting, real estate, material quantity estimation, etc.) have not been completed.

The following information and assumptions are made in developing the project costs:

- **Phase 1 - rock stabilization**
  - Large boulder quantities of 40,000 tons were estimated based on bank heights and initial weir geometry estimates.
  - Installed rock unit costs of \$130/ton were assumed, including price quote at a local quarry of \$70/ton to \$80/ton.
  - Significant stream and wetland mitigation costs will be required for this option, and mitigation costs are not included.
  - A design and future price escalation contingency of 50% was included.
- **Phase 1 – structural wall**

- Wall length of approximately 500 LF was assumed.
- Sheetpile lengths of 80 feet were assumed
- Geotechnical investigation and engineering designs are included.
- Construction costs carry significant uncertainty as design has not been developed.
- **Phase 2 floodplain restoration**
  - Floodplain grading and excavation assumes moving 300,000 CY of material.
  - Excavation unit cost of \$8/CY was assumed given the high quantities required.
  - Includes water management and temporary water diversion during construction.
  - Assumes approximately 2,500 total logs and 20 engineered log structures.
  - Planting and vegetation establishment is included.

Table 1. Budgetary estimates of total project costs for different options and phases for stabilization and restoration of the riverbank at LBC.

Phase	Budgetary Project Cost Range*	Notes and assumptions
Phase 1 Rock stabilization	\$10M	Four bendway weirs using 4 to 6' boulders; Does not include mitigation which will be required
Phase 1 Structural wall	\$3M to \$4M	Includes soil investigations, geotechnical/structural design, and construction; High uncertainty in costs as preliminary designs have not been developed
Phase 2 Broad floodplain restoration	\$10M	Large scale excavation, grading, planting; Does not include land acquisition/easement costs; Assumes self-mitigating per initial feedback from agencies

*\*Includes engineering, permitting, and construction costs.*

## 5. Recommendations

The preceding assessments, permitting considerations, and conceptual design information are considered preliminary, as detailed evaluations, engineering designs, and permit document reviews have not been completed. However, based on the initial information developed thus far, the following summary notes and recommendations are made:

1. Life Bible Church is at imminent risk of continued property damage and loss that extends to safety risks for those visiting and working at Church properties.
2. A **short-term bank stabilization** measure should be pursued. The short-term measure with best initial feasibility appears to be a structural / geotechnical engineering solution such as a sheet pile wall.
3. The other primary **short-term stabilization** option discussed, engineered rock bendway weirs, is not recommended due to their high cost, negative impacts on riverine habitats (permitting challenges and mitigation requirements), and they do not provide a high level of certainty of bank protection due to the extreme hydraulic risks and high bank at this location. Both short-term options are considered partial, incomplete actions that should be followed with additional actions such as bank reestablishment, broader restoration, or similar.
4. The **long-term option** of broad river and floodplain restoration should be pursued because it would (1) provide additional ground / property relative to the current top of bank, (2) provide long-term, sustained protection against erosion along the western Life Church Bible property edge, (3) present significant benefits to floodplain habitats for native fish and wildlife species in a priority reach of the Willamette River, and (4) has the potential to receive support and funding from state and other restoration organizations that could significantly offset design and construction costs.

## 6. References

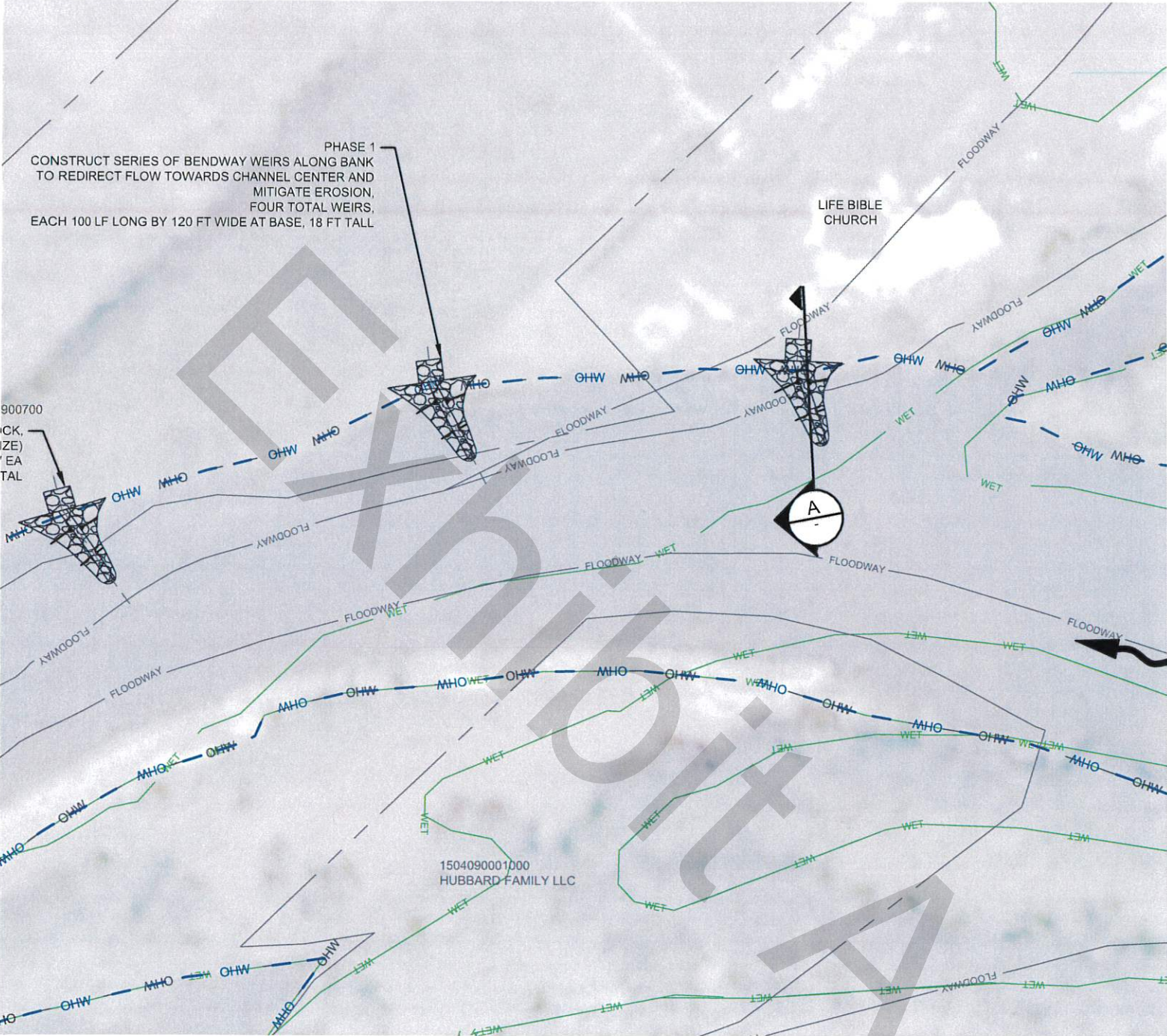
- Bervid, H.D., and Jones, K.L., 2025, *Particle count data to support modeling of native freshwater mussel habitat in the Willamette River Basin, Oregon, 2024*: U.S. Geological Survey data release, <https://doi.org/10.5066/P1J8HNHL>.
- Wilcock, P. R., and S. T. Kenworthy, A two-fraction model for the transport of sand/gravel mixtures, *Water Resour. Res.*, 38(10), 1194, doi:[10.1029/2001WR000684](https://doi.org/10.1029/2001WR000684), 2002.
- Nittrouer, Jeffrey & Viparelli, Enrica. (2014). Sand as a stable and sustainable resource for nourishing the Mississippi River delta. *Nature Geoscience*. 7. 10.1038/ngeo2142.

Wallick, J. & Jones, Krista & O'Connor, J.E. & Keith, Mackenzie & Hulse, David & Gregory, Stanley. (2013). Geomorphic and vegetation processes of the Willamette River floodplain, Oregon— Current understanding and unanswered questions. U.S. Geological Survey Open-File Report 2013-1246.

Exhibit A

# Attachment A – Conceptual Designs

Exhibit A

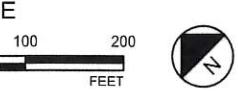


PHASE 1  
 CONSTRUCT SERIES OF BENDWAY WEIRS ALONG BANK  
 TO REDIRECT FLOW TOWARDS CHANNEL CENTER AND  
 MITIGATE EROSION,  
 FOUR TOTAL WEIRS,  
 EACH 100 LF LONG BY 120 FT WIDE AT BASE, 18 FT TALL

900700  
 (ELEVATION)  
 (ELEVATION)

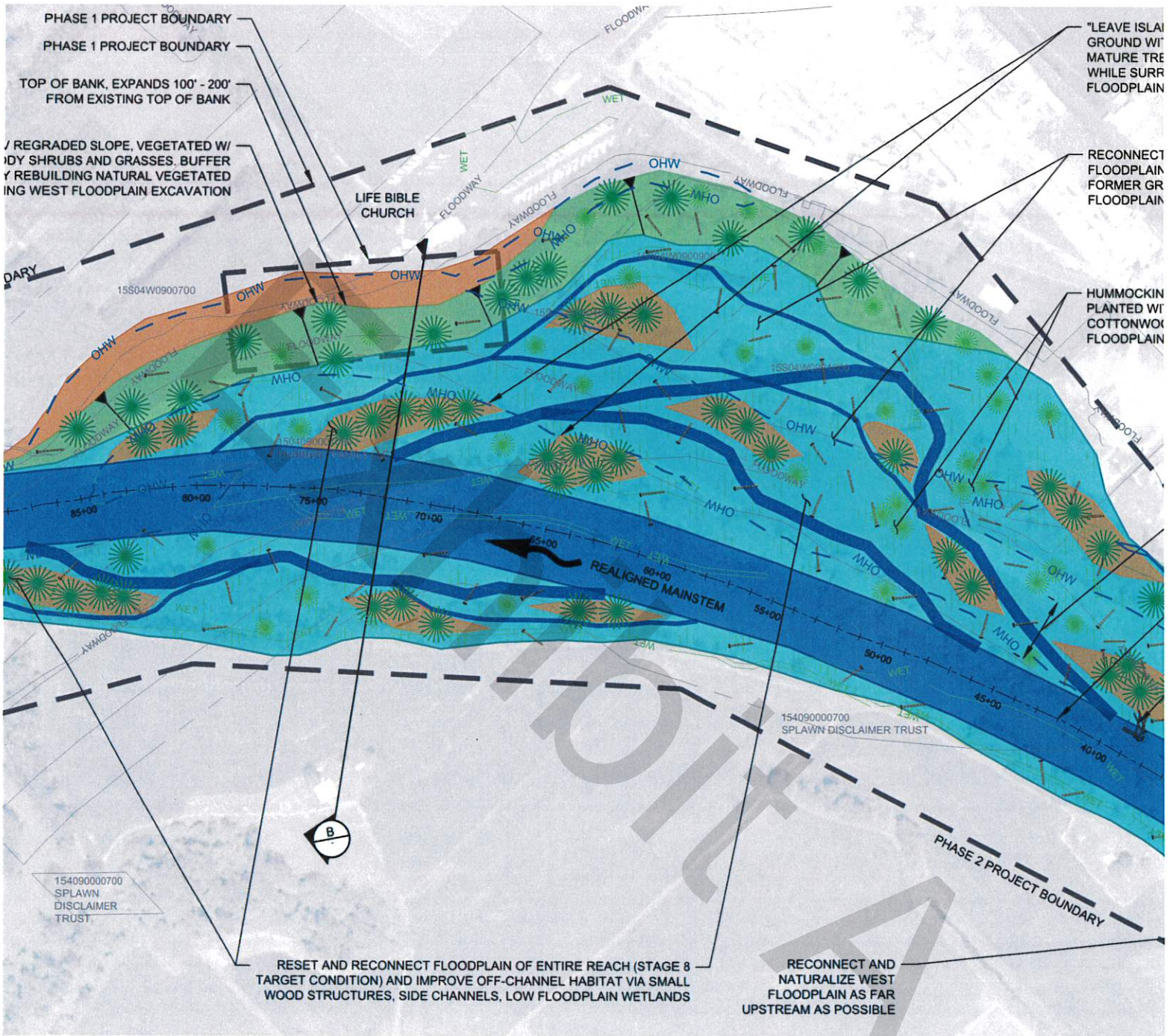
LIFE BIBLE  
 CHURCH

1504090001000  
 HUBBARD FAMILY LLC



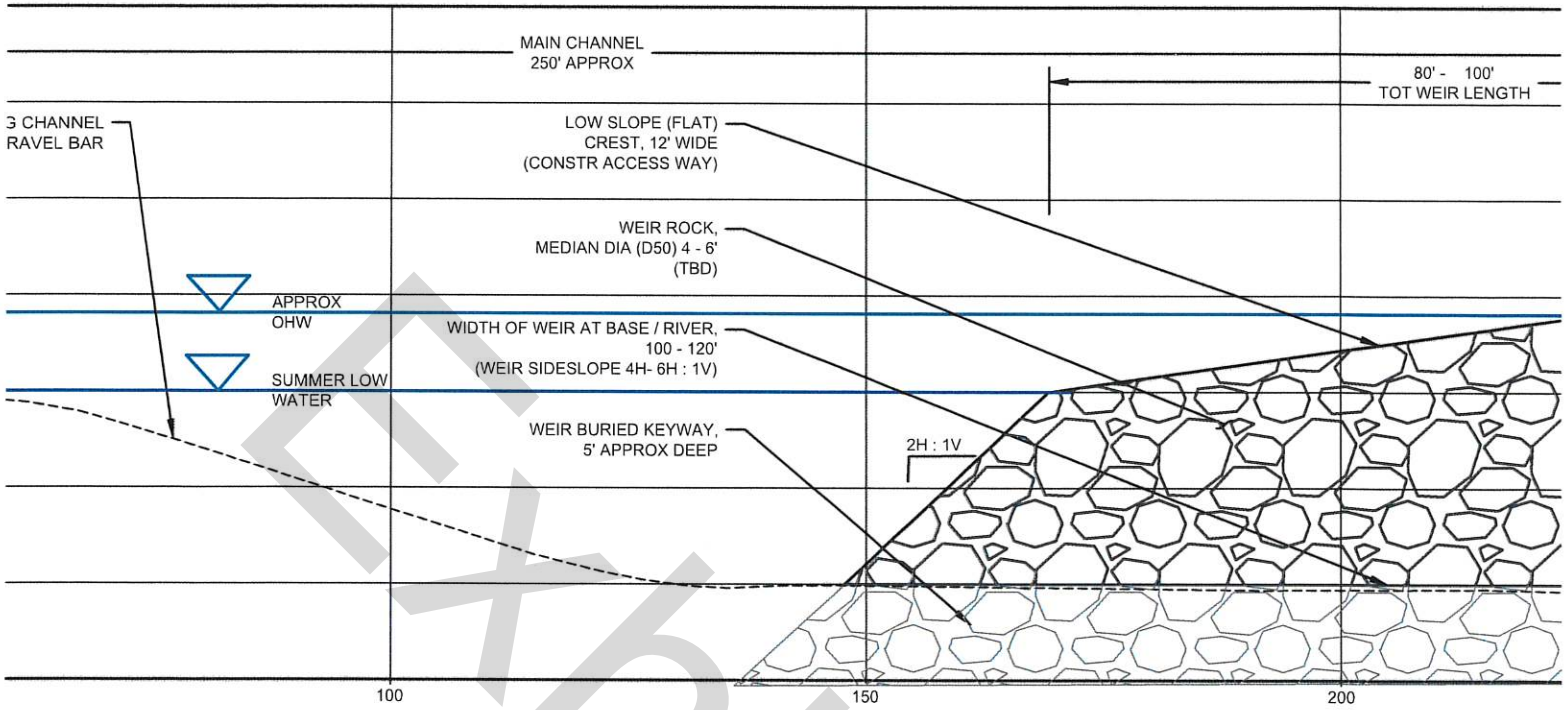
**NOTES:**

1. FLOODWAY LINEWORK FROM FEMA NATIONAL FLOOD HAZARD LAYER VIEWER FOR LINN AND BENTON COUNTY, ACCESSED JUL 2025.
2. WETLAND BOUNDARIES FROM NWI AND HARRISBURG LWI.
3. OHW DERIVED FROM HARRISBURG LWI AND DELINEATED FROM 2021 AERIAL IMAGERY.
4. BENDWAY WEIR GEOMETRY CALCULATED FROM NATIONAL HIGHWAY INSTITUTE GUIDELINES, 2009.



**NOTES:**

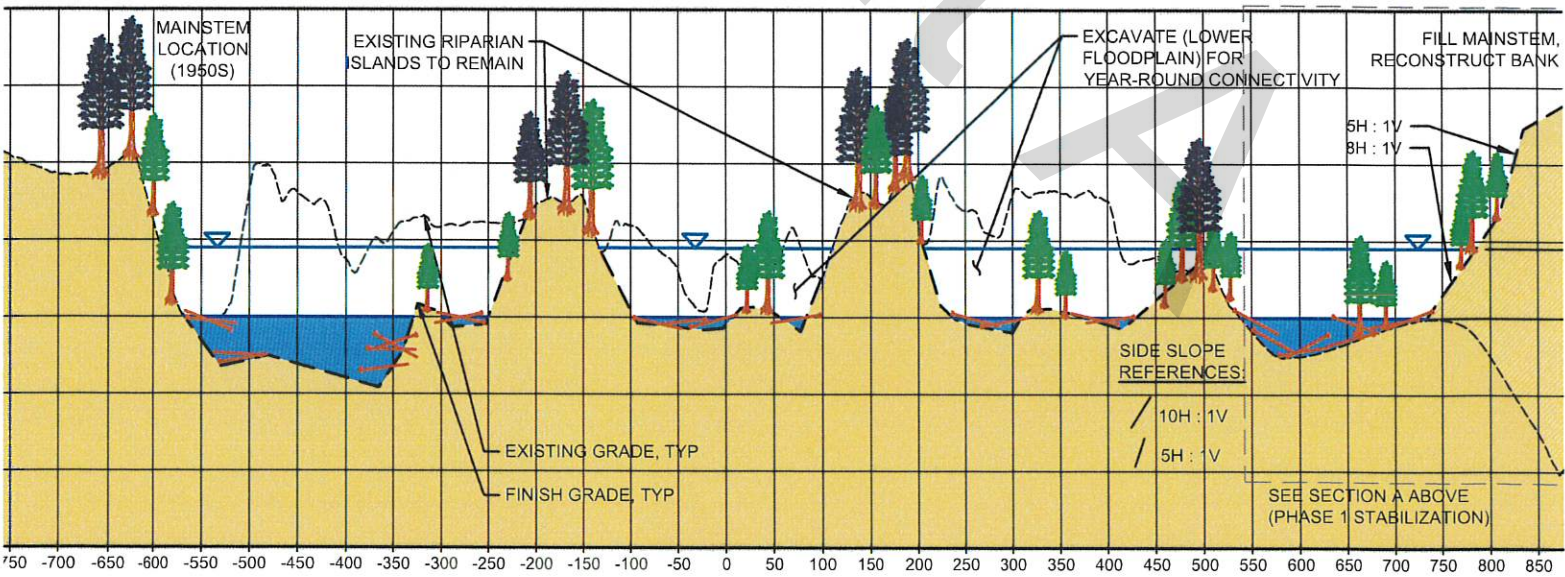
1. FLOODWAY LIN LAYER VIEWER 2025.
2. WETLAND BOU
3. OHW DERIVED 2021 AERIAL IM



RELOCATED MAINSTEM  
CHANNEL  
(205')

LOW ENERGY FLOODPLAIN WETLANDS WITH  
"LEAVE" - ISLAND TERRACES, SWALES, ALCOVES, LARGE WOOD, PLANTINGS  
(1000')

VEGETATED  
BUFFE  
(200' TOT)



## Attachment B – Rock Weir Design Parameters

Exhibit A

## Attachment B – Bendway Weir Design Guidelines

### Bendway weir (stream barb) design parameter summary.

Design parameter	Criterion/ value	Source
Upstream weir location	Upstream of eroded bank	NRCS 2001
Downstream weir location	Not past ¾ turn of radius	NRCS 2001
Change in height between weirs	Follow energy grade line	NRCS 2001
Weir spacing	Vector analysis; Min. 3 weirs	NRCS 2001
	$L_{spacing} / L_{weir} = 2$ to 6	Spacing ratio
Weir angle	If ratio of $Rad_{bend} / W_{ch}$ : < 3, (too extr.) < 6, <30 deg > 6, 30-45 degrees < 9, use $\theta > 45$ degrees	NRCS 2001
	15 to 30deg (from perp)	FHWA 2022
Rock size	$D50_{barb} = 2x D50_{riprap}$	NRCS 2001
Keying	Bed: 1x D100, below thalweg	NRCS 2001
	Bank: 1/5 length	NRCS 2001
Weir width (at base)	3 x D100 min. 10-15 feet (rivers)	NRCS 2001
Weir length	< 15% - 33% $W_{br}$ ; <50 ft; Site specific	Multiple; Richardson et al. 1975; Multiple
Weir height	Submerged;	NRCS 2001

Design parameter	Criterion/ value	Source
Weir slope profile (towards channel)	<1/2 channel forming flow depth 1.5H-2H:1V (upper) Max 5H:1V (lower)	NRCS 2001

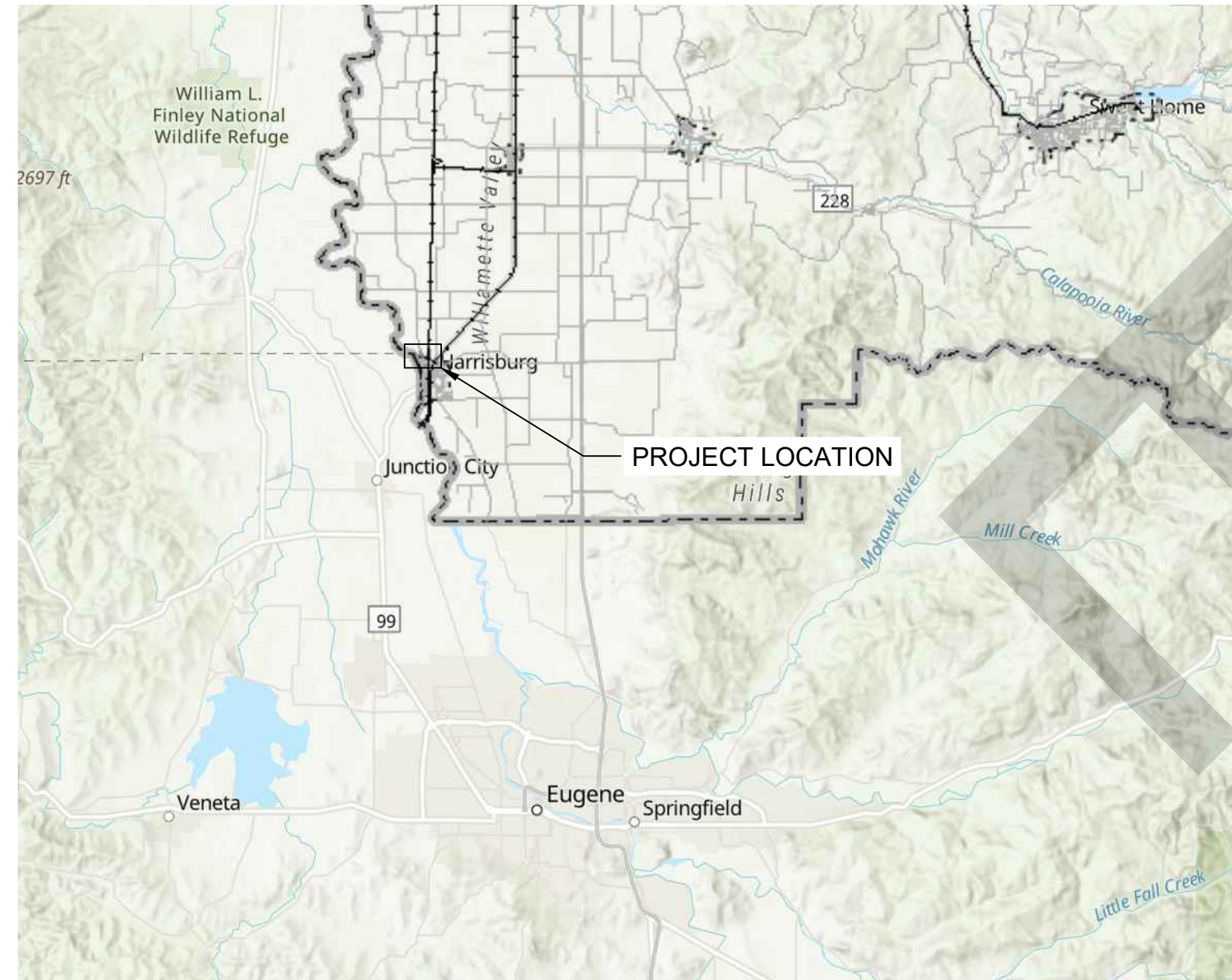
References:

NRCS 2001. Technical Notes Engineering No. 12 Design of Stream Barbs. Prepared by J. Castro, R. Sampson. USDA Natural resources Conservation Service, Boise, ID. July 2001.

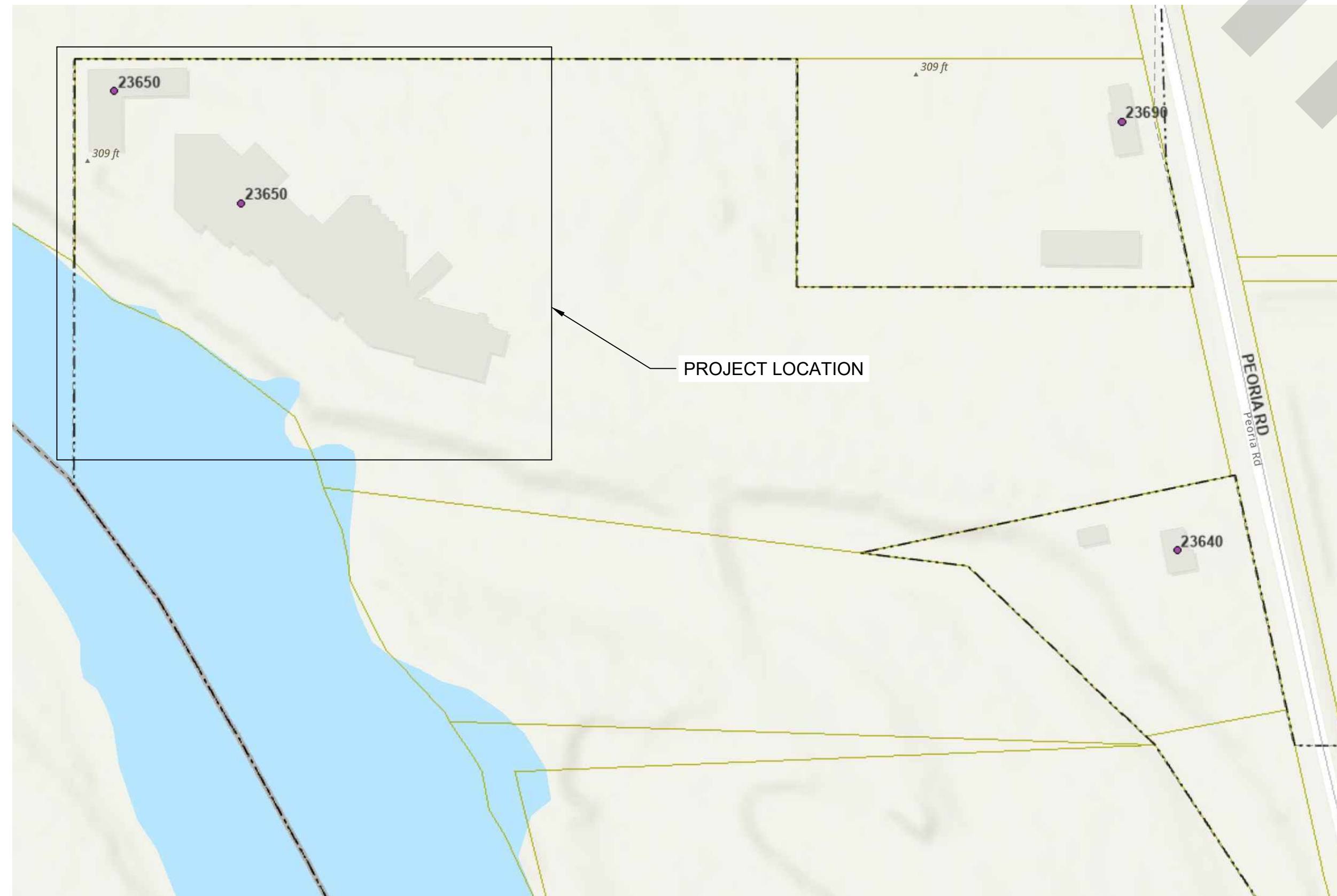
LaGrone, D.L. 1996. "Bendway Weir General Guidance Memorandum", US Army Corps of Engineers, Omaha, NE, revised from 1995.

Exhibit A

EXHIBIT D

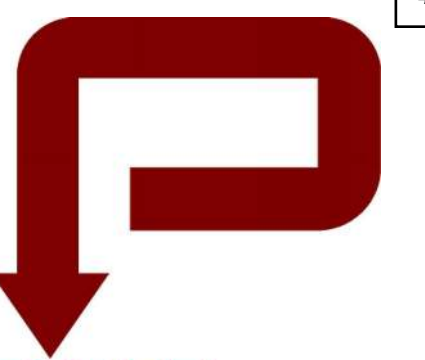


1 VICINITY MAP  
N.T.S.



2 LOCATION MAP  
N.T.S.

- SHEET INDEX**
- SH1 INDEX AND LOCATION
  - SH2 NOTES
  - SH3 NOTES
  - SH4 OVERALL PLAN
  - SH5 WALL PLAN
  - SH6 PARTIAL PLAN
  - SH7 SECTION
  - SH8 DETAILS



**PACIFIC FOUNDATION, INC.**  
1400 COLUMBIA STREET  
VANCOUVER, WA 98660  
P: 360.200.6608  
WWW.PACIFIC-FOUNDATION.COM

**PACIFIC STRUCTURAL SOLUTIONS**  
PACIFIC STRUCTURAL SOLUTIONS, LLC  
1400 COLUMBIA STREET  
VANCOUVER, WA 98660  
P: 360.356.0306



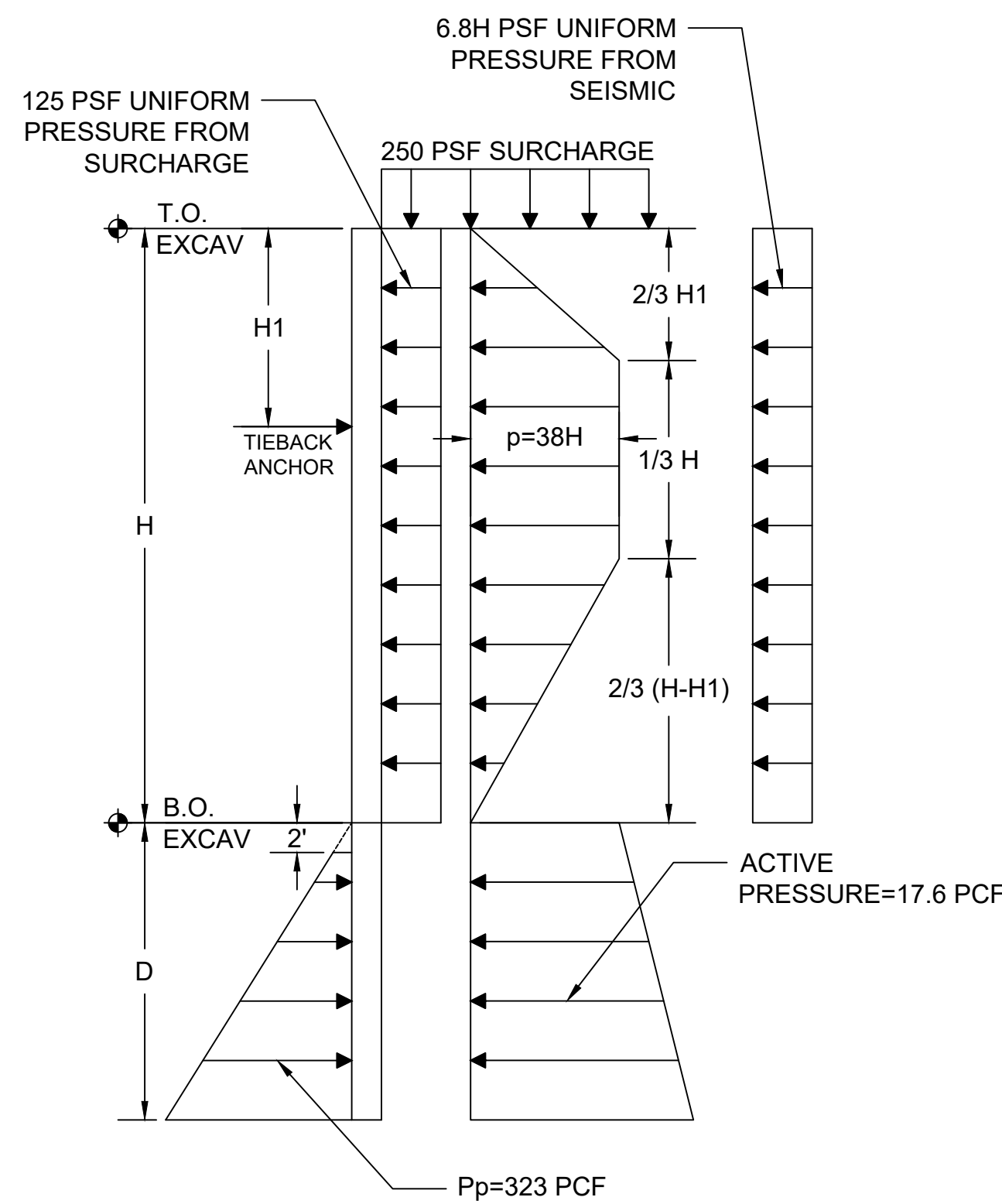
**PERMANENT SHORING  
LIFE BIBLE CHURCH**

23650 PEORIA ROAD  
HARRISBURG, OR

REVISIONS

DRAWN BY: DAW  
CHECKED BY: DAW  
DATE: 16 DECEMBER 2025  
PROJECT NO: S25024

INDEX  
AND  
LOCATION  
**SH1**



**BRACED WALL  
PRESSURE DIAGRAM**

**SHORING STRUCTURAL NOTES**

- THE GOVERNING CODE IS THE 2022 OREGON STRUCTURAL SPECIALTY CODE.
- REFERENCE STANDARDS:
  - FHWA-IF-99-015 GROUND ANCHOR SYSTEMS
  - ODOT GEOTECHNICAL DESIGN MANUAL
- ALL TEMPORARY EXCAVATION SHORING HAS BEEN DESIGNED FOR THE FOLLOWING LOADS, UNLESS NOTED OTHERWISE:
  - SURCHARGE LIVE LOAD: 250PSF
  - WIND: TEMPORARY SHORING NOT DESIGNED FOR WIND FORCES
  - SEISMIC: 6.8H PSF UNIFORM PRESSURE
- SUB-SURFACE DESIGN: ALL SUB-SURFACE DESIGN PARAMETERS USED FOR THE SHORING DESIGN ARE BASED ON RECOMMENDATIONS PROVIDED IN THE DRAFT GEOTECHNICAL ENGINEERING REPORTS "LIFE NORTHWEST RV AND LODGING SLOPE FAILURE, HARRISBURG, OREGON" AS PREPARED BY TERRACON, DATED NOVEMBER 26, 2025.

**GENERAL NOTES**

- THESE DOCUMENTS DEPICT CONSTRUCTION OF PERMANENT SHORING REQUIRED TO CONSTRUCT LIFE BIBLE CHURCH AT 23650 PEORIA ROAD, HARRISBURG, OR 97446. THE WORK INCLUDES INSTALLING SHEET PILES, TIEBACK ANCHORS AND WALE BEAMS.
- UNLESS OTHERWISE NOTED, MATERIAL AND DESIGN SPECIFICATIONS CITED HEREIN SHALL BE THOSE CONFORMING WITH THE VERSION OF THE APPLICABLE SPECIFICATION OR CODE MOST RECENTLY ADOPTED BY THE PERMITTING AUTHORITY.
- THE GENERAL CONTRACTOR SHALL VERIFY ALL DIMENSIONS AND CONDITIONS AND VERIFY ALL DIMENSIONS AND ELEVATIONS RELATIVE TO THE EXISTING STRUCTURE(S).
- ALL FEATURES OF CONSTRUCTION NOT FULLY SHOWN SHALL BE OF THE SAME TYPE AND CHARACTER AS SHOWN FOR SIMILAR CONDITIONS, SUBJECT TO REVIEW BY THE ENGINEER.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR EXAMINING SITE RECORDS OF EXISTING UTILITIES AT UTILITY COMPANY OFFICES AND THE OFFICE OF THE CITY ENGINEER TO DETERMINE CONDITIONS UNDER WHICH WORK WILL BE PERFORMED.
- THE CONTRACTOR SHALL FORMULATE THE CONTRACTOR'S OWN CONCLUSIONS AS TO THE EXTENT OF EXISTING SUB-SURFACE CONSTRUCTION. NOT ALL UTILITIES AND SUB-SURFACE CONSTRUCTION ARE SHOWN ON THESE DRAWINGS. CONTRACTOR HAS FULL RESPONSIBILITY TO AVOID SUB-SURFACE UTILITIES AND CONSTRUCTION.
- THE CONTRACTOR SHALL VERIFY ALL DIMENSIONS AND CONDITIONS AND SHALL NOTIFY THE ENGINEER OF ANY DISCREPANCIES PRIOR TO BEGINNING CONSTRUCTION.
- DURING SHORING, OTHER CONSTRUCTION WORK MAY BE IN PROGRESS. THE CONTRACTOR SHALL BE AWARE OF OTHER WORK BEING PERFORMED AND SHALL COORDINATE HIS WORK WITH OTHER WORK IN PROGRESS, INCLUDING WORK IN PUBLIC RIGHTS-OF-WAY.
- ELEVATIONS SHOWN FOR TOP-OF-SHORING ARE APPROXIMATE. TOP-OF-SHORING ELEVATION IS TO BE COORDINATED WITH FIELD CONDITIONS. GROUND SURFACE ELEVATIONS MAY BE EXISTING OR REPRESENTATIVE OF EXCAVATED OR FILLED GRADES. ELEVATIONS SHOWN AT THE EXCAVATION LEVEL ARE THE APPROXIMATE DEPTH OF EXCAVATION FOR THE FOUNDATION ADJACENT TO THE SHORING.
- THE PRIME CONTRACTOR AND SUB-CONTRACTORS ARE RESPONSIBLE FOR THE CONSTRUCTION PROCESS AND SAFETY OF THE WORKERS. THIS INCLUDES, BUT IS NOT LIMITED TO, THE CONSTRUCTION SEQUENCE, TEMPORARY HAND RAILS, EXCAVATION ACCESS AND BARRIERS. IT ALSO INCLUDES LIFTING OF MATERIALS AND CONSTRUCTION EQUIPMENT INTO AND OUT OF THE EXCAVATION, TEMPORARY SHORING OF EXCAVATIONS AND STABILITY OF ALL TEMPORARY EXCAVATIONS AND CUT SLOPES.
- ALL PRODUCTS AND MATERIALS USED BY THE CONTRACTOR SHALL BE APPLIED, PLACED, ERECTED OR INSTALLED IN STRICT ACCORDANCE WITH THE MANUFACTURER'S INSTRUCTIONS.
- CONTRACTOR SHALL BE RESPONSIBLE FOR THE INSTALLATION OF THE SHEET PILES. SHEET PILES SHALL BE INSTALLED TO DIMENSIONS SHOWN ON THE SHORING PLANS.
- WHERE CAVING CONDITIONS ARE ENCOUNTERED DURING THE INSTALLATION SEQUENCE, NO FURTHER DRILLING SHALL BE ALLOWED UNTIL THE CONTRACTOR SELECTS A SUITABLE METHOD TO PREVENT GROUND MOVEMENT.
- NO SHEET PILE INSTALLATION SHALL BE PERFORMED WITHOUT THE PRESENCE OF THE GEOTECHNICAL ENGINEER.
- SPECIAL INSPECTION, SPECIAL TESTING AND REPORTING AND COMPLIANCE PROCEDURES, IN ACCORDANCE WITH CHAPTER 17 OF THE I.B.C., SHALL BE PROVIDED FOR THIS STRUCTURE PER THE FOLLOWING TABLES:

**SPECIAL INSPECTION AND TESTING PROGRAM**

TYPES OF WORK	CONTINUOUS	PERIODIC	COMMENTS
<b>SOILS</b>			
GRADING AND EXCAVATION		X	BY GEOTECHNICAL ENGINEER
<b>SHEET PILE</b>			
COMPLETE INSTALLATION	X		BY GEOTECHNICAL ENGINEER
<b>TIEBACK ANCHOR</b>			
COMPLETE INSTALLATION	X		BY GEOTECHNICAL ENGINEER
<b>STRUCTURAL WELDING</b>			
FILLET WELDS		X	5/16" OR LESS
<b>STRUCTURAL CONCRETE</b>			
MAKING TEST CYLINDERS			NOT REQUIRED FOR LEAN CONCRETE

**SPECIAL INSPECTION PROGRAM NOTES:**

- PROVIDE SPECIAL INSPECTION, SPECIAL TESTING, REPORTING AND COMPLIANCE PROCEDURES ACCORDING TO CHAPTER 17 OF THE INTERNATIONAL BUILDING CODE WITH THE OREGON STRUCTURAL SPECIALTY CODE AMENDMENTS.
- SPECIAL INSPECTOR QUALIFICATIONS: DEMONSTRATE COMPETENCE, TO THE SATISFACTION OF THE BUILDING OFFICIAL, FOR INSPECTION OF THE PARTICULAR TYPE OF CONSTRUCTION OR OPERATION IN QUESTION.
- PRIOR TO THE BEGINNING OF CONSTRUCTION, REVIEW THE SPECIAL INSPECTION REQUIREMENTS WITH THE ENGINEER, BUILDING OFFICIAL, GENERAL CONTRACTOR AND SPECIAL INSPECTORS.
- DUTIES OF THE SPECIAL INSPECTOR INCLUDE, BUT ARE NOT LIMITED TO:
  - OBSERVE THE WORK FOR CONFORMANCE WITH THE APPROVED PERMIT DRAWINGS AND SPECIFICATIONS. BRING DISCREPANCIES TO THE IMMEDIATE ATTENTION OF THE GENERAL CONTRACTOR FOR CORRECTION, THEN, IF UNCORRECTED, TO THE ENGINEER AND TO THE BUILDING OFFICIAL.
  - FURNISH INSPECTION REPORTS FOR EACH INSPECTION TO THE BUILDING OFFICIAL, ARCHITECT, ENGINEER, GENERAL CONTRACTOR AND OWNER IN A TIMELY MANNER.
  - SUBMIT A FINAL REPORT STATING WHETHER THE WORK REQUIRING SPECIAL INSPECTION WAS INSPECTED, AND WHETHER THE WORK IS IN CONFORMANCE WITH THE APPROVED PERMIT DRAWING AND SPECIFICATIONS.
- DUTIES OF THE GENERAL CONTRACTOR INCLUDE, BUT ARE NOT LIMITED TO:
  - NOTIFY SPECIAL INSPECTOR THAT WORK IS READY FOR INSPECTION AT LEAST 24 HOURS BEFORE INSPECTION IS REQUIRED.
  - MAINTAIN ACCESS TO WORK REQUIRING SPECIAL INSPECTION UNTIL IT HAS BEEN OBSERVED AND INDICATED TO BE IN CONFORMANCE BY THE SPECIAL INSPECTOR AND APPROVED BY THE BUILDING OFFICIAL.
  - PROVIDE THE SPECIAL INSPECTOR WITH ACCESS TO APPROVED PERMIT DRAWINGS AND SPECIFICATIONS AT THE JOB SITE.
  - MAINTAIN JOB-SITE COPIES OF ALL REPORTS SUBMITTED BY THE SPECIAL INSPECTOR.
- DEFINITIONS:
  - CONTINUOUS INSPECTION: THE SPECIAL INSPECTOR IS OBSERVING THE WORK REQUIRING SPECIAL INSPECTION AT ALL TIMES.
  - PERIODIC INSPECTION: THE SPECIAL INSPECTOR IS ON SITE AS REQUIRED TO CONFIRM THAT THE WORK REQUIRING SPECIAL INSPECTION IS IN CONFORMANCE.

**STRUCTURAL STEEL AND MISCELLANEOUS IRON**

- STRUCTURAL STEEL FOR ANGLES, CHANNELS AND PLATE: ASTM A572 GR50.
- SHEET PILE: AZ26, ASTM A572, GRADE 50
- ALL WELDING SHALL CONFORM WITH A.W.S. SPECIFICATIONS.
  - ALL WELDERS SHALL BE QUALIFIED UNDER A.W.S. SPECIFICATIONS.
  - WELDS SHALL BE MADE WITH 70 KSI FILLER METAL, UNLESS NOTED OTHERWISE.

**UNDERGROUND STRUCTURES AND UTILITIES**

- PRIOR TO INSTALLING SHEET PILES, THE PERMITTEE IS REQUIRED TO LOCATED UNDERGROUND UTILITIES AND UNDERGROUND STRUCTURES.

**QUALITY ASSURANCE**

- SPECIALIST: THIS DESIGN RELIES ON THE EQUIPMENT, EXPERIENCE AND EXPERTISE OF PACIFIC FOUNDATION, INC. NO OTHER CONTRACTOR SHALL PERFORM THIS WORK.



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1400 COLUMBIA STREET  
VANCOUVER, WA 98660  
P. 360.200.6608  
WWW.PACIFIC-FOUNDATION.COM

**PACIFIC STRUCTURAL SOLUTIONS, LLC**  
1400 COLUMBIA STREET  
VANCOUVER, WA 98660  
P. 360.356.0306



**PERMANENT SHORING  
LIFE BIBLE CHURCH**

23650 PEORIA ROAD  
HARRISBURG, OR

REVISIONS

DRAWN BY: DAW  
CHECKED BY: DAW  
DATE: 16 DECEMBER 2025  
PROJECT NO: 25024

NOTES

**SH2**

**TIEBACK ANCHOR INSTALLATION**

CONTRACTOR TO PROVIDE A TIEBACK INSTALLATION PLAN AND SHALL INCLUDE THE FOLLOWING AS A MINIMUM:

1. DRILLING METHODS AND EQUIPMENT
  - A. EQUIPMENT
  - B. SITE PREPARATION
  - C. DRILLING
  - D. CAPACITIES
  - E. PROCEDURES
2. GROUTING METHODS. GROUT STRENGTH TO BE A MINIMUM 4000 PSI.
3. TIEBACK ANCHORS ARE TO BE 1.75 INCH DIAMETER GALVANIZED THREADBAR, ASTM A722 WITH  $f_{pu}=150$  KSI.
4. CENTRALIZERS TO BE SPACED AT A MAXIMUM OF 8'-0" ON CENTER.
5. ALL TIEBACK ANCHORS AND INSTALLATION SHALL FOLLOW THE RECOMMENDATIONS IN THE PTI PUBLICATION PTI DC35.1-14 RECOMMENDATIONS FOR PRESTRESSED ROCK AND SOIL ANCHORS.
6. CAPACITY BASED ON 40 PSI ULTIMATE BOND IN SILTY SANDS. ACTUAL BOND TO BE DETERMINED IN FIELD BY TESTING.

**TIEBACK ANCHOR LOAD TESTING**

1. TIEBACK ANCHOR TESTING IS TO FOLLOW THE PROCEDURES NOTED IN CHAPTER 8 OF THE PTI PUBLICATION PTI DC35.1-14 RECOMMENDATIONS FOR PRESTRESSED ROCK AND SOIL ANCHORS.
2. PERFORM A PERFORMANCE TEST ON ONE ANCHOR PER WALL AT EACH ROW OF ANCHORS.
3. IF THE RESULTS FROM THE ANCHORS THAT ARE PERFORMANCE TESTED ARE ACCEPTABLE, THE ANCHORS MAY BE LEFT IN PLACE AS PRODUCTION ANCHORS.
4. PROOF TESTED ANCHORS ARE TO BE LOCKED OFF AT THEIR DESIGN LOAD.
5. IF AN ANCHOR FAILS EITHER THE PERFORMANCE OR PROOF TEST, IT MAY BE POST-GROUTED AND RE-TESTED. IF THE ANCHOR FAILS THE RETEST, IT SHALL BE REPLACED.

**LIFT-OFF TESTING**

1. PERFORM A LIFT-OFF TEST TO VERIFY THE MAGNITUDE OF THE LOAD IN THE THREADBAR ANCHOR.
2. THE LIFT-OFF TEST IS PERFORMED BY GRADUALLY REAPPLYING LOAD TO THE ANCHOR UNTIL THE ANCHOR NUT LIFTS OFF THE BEARING PLATE (WITHOUT TURNING THE ANCHOR NUT).
3. LIFT-OFF IS EVIDENCED BY A SUDDEN DECREASE IN THE RATE OF LOAD INCREASE AS OBSERVED ON THE JACK PRESSURE GAUGE.
4. THE LOAD MEASURED DURING THE LIFT-OFF TEST SHOULD BE WITHIN 5% OF THE SPECIFIED LOCK-OFF LOAD.
5. WHERE THE CRITERION IS NOT MET, THE ANCHOR SHALL BE ADJUSTED ACCORDINGLY AND THE LIFT-OFF TEST REPEATED.
6. LOCK-OFF LOAD SHOWN ON SHEET SH-9.

PERFORMANCE TEST STEPS			
LOAD	TOTAL MOVEMENT AT LOAD CYCLE MAXIMUM dt	RESIDUAL MOVEMENT AT AFTER CYCLE MAXIMUM dr	ELASTIC MOVEMENT AT LOAD CYCLE MAXIMUM de
AL 0.25 DL	dt1		dt1-dr1=de1
AL 0.25 DL 0.50 DL	dt2	dr1	dt2-dr2=de2
AL 0.25 DL 0.50 DL 0.75DL	dt3	dr2	dt3-dr3=de3
AL 0.25 DL 0.50 DL 0.75DL 1.00 DL	dt4	dr3	dt4-dr4=de4
AL 0.25 DL 0.50 DL 0.75DL 1.00 DL 1.20 DL	dt5	dr4	dt5-dr5=de5
AL 0.25 DL 0.50 DL 0.75DL 1.00 DL 1.20 DL 1.50 DL	dt6 AT TEST LOAD (ZERO READING FOR CREEP TEST)  dtN AT FINAL LOAD HOLD READING	dr5	dt6-dr6=de6
AL ADJUST TO LOCK-OFF LOAD		dr6	

AL=ALIGNMENT LOAD  
DL=DESIGN LOAD=177 KIP

AT EACH LOAD INCREMENT, THE TOTAL MOVEMENT OF THE PULLING HEAD SHALL BE RECORDED TO THE NEAREST 0.001 IN. WITH RESPECT TO THE INDEPENDENT FIXED REFERENCE POINT. THE LOAD SHALL BE HELD AT EACH INCREMENT JUST LONG ENOUGH TO OBTAIN THE MOVEMENT READING BUT NO LONGER THAN 1 MINUTE. MOVEMENT READINGS AT THE TEST LOAD SHALL BE TAKEN AT 1, 2, 3, 4, 5, 6 AND 10 MINUTES AFTER REACHING THE TEST LOAD. IF THE TOTAL CREEP MOVEMENT BETWEEN 1 AND 10 MINUTES EXCEEDS 0.040 IN., THE TEST LOAD SHALL BE MAINTAINED FOR AN ADDITIONAL 50 MINUTES. TOTAL MOVEMENTS SHALL THEN BE RECORDED AT 20, 30, 40, 50 AND 60 MINUTES AND TOTAL CREEP MOVEMENT SHALL NOT EXCEED 0.080 IN.

DURING THE LOAD HOLD PERIODS, THE HYDRAULIC PRESSURE TO SUSTAIN THE ANCHOR LOAD SHALL NOT BE ALLOWED TO DEVIATE FROM THE TEST PRESSURE BY MORE THAN 50 PSI. RE-PUMPING BACK TO TEST LOAD WILL COMPENSATE FOR SMALL MOVEMENTS, HYDRAULIC OIL SEEPAGE AND CHANGES IN TEMPERATURE OF THE HYDRAULIC OIL. THE LOAD SHALL ALWAYS BE RETURNED TO THE SPECIFIED TEST LOAD PRIOR TO TAKING THE MOVEMENT READING AT THE SPECIFIED INTERVAL. THE TEST LOAD SHALL NOT BE EXCEEDED DURING THE PERIOD OF OBSERVATION

PROOF TEST STEPS
0.25 DL
0.50 DL
0.75DL
1.00 DL
1.33 DL [TEST LOAD] (10 MINUTE...)
AL (OPTIONAL)
ADJUST TO LOCK-OFF LOAD

AL=ALIGNMENT LOAD  
DL=DESIGN LOAD=177 KIP

AT EACH LOAD INCREMENT, THE TOTAL MOVEMENT OF THE PULLING HEAD SHALL BE RECORDED TO THE NEAREST 0.001 IN. WITH RESPECT TO THE INDEPENDENT FIXED REFERENCE POINT. THE LOAD SHALL BE HELD AT EACH INCREMENT JUST LONG ENOUGH TO OBTAIN THE MOVEMENT READING BUT NO LONGER THAN 1 MINUTE. MOVEMENT READINGS AT THE TEST LOAD SHALL BE TAKEN AT 1, 2, 3, 4, 5, 6 AND 10 MINUTES AFTER REACHING THE TEST LOAD. IF THE TOTAL CREEP MOVEMENT BETWEEN 1 AND 10 MINUTES EXCEEDS 0.040 IN., THE TEST LOAD SHALL BE MAINTAINED FOR AN ADDITIONAL 50 MINUTES. TOTAL MOVEMENTS SHALL THEN BE RECORDED AT 20, 30, 40, 50 AND 60 MINUTES AND TOTAL CREEP MOVEMENT SHALL NOT EXCEED 0.080 IN.

DURING THE LOAD HOLD PERIODS, THE HYDRAULIC PRESSURE TO SUSTAIN THE ANCHOR LOAD SHALL NOT BE ALLOWED TO DEVIATE FROM THE TEST PRESSURE BY MORE THAN 50 PSI. RE-PUMPING BACK TO TEST LOAD WILL COMPENSATE FOR SMALL MOVEMENTS, HYDRAULIC OIL SEEPAGE AND CHANGES IN TEMPERATURE OF THE HYDRAULIC OIL. THE LOAD SHALL ALWAYS BE RETURNED TO THE SPECIFIED TEST LOAD PRIOR TO TAKING THE MOVEMENT READING AT THE SPECIFIED INTERVAL. THE TEST LOAD SHALL NOT BE EXCEEDED DURING THE PERIOD OF OBSERVATION

S:\2025 JOBS\25024 LIFE BIBLE CHURCH (25465)\CAD\25024 LIFE BIBLE CHURCH.DWG  
12/16/2025



**PACIFIC FOUNDATION, INC**  
1400 COLUMBIA STREET  
VANCOUVER, WA 98660  
P. 360.200.6608  
WWW.PACIFIC-FOUNDATION.COM

**PACIFIC STRUCTURAL SOLUTIONS, LLC**  
1400 COLUMBIA STREET  
VANCOUVER, WA 98660  
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**PERMANENT SHORING  
LIFE BIBLE CHURCH**

23650 PEORIA ROAD  
HARRISBURG, OR

REVISIONS

DRAWN BY: DAW  
CHECKED BY: DAW  
DATE: 16 DECEMBER 2025  
PROJECT NO: S25024

NOTES

**SH3**



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PACIFIC FOUNDATION, INC  
1400 COLUMBIA STREET  
VANCOUVER, WA 98660  
P. 360.200.6608  
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1400 COLUMBIA STREET  
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**PERMANENT SHORING  
LIFE BIBLE CHURCH**

23650 PEORIA ROAD  
HARRISBURG, OR

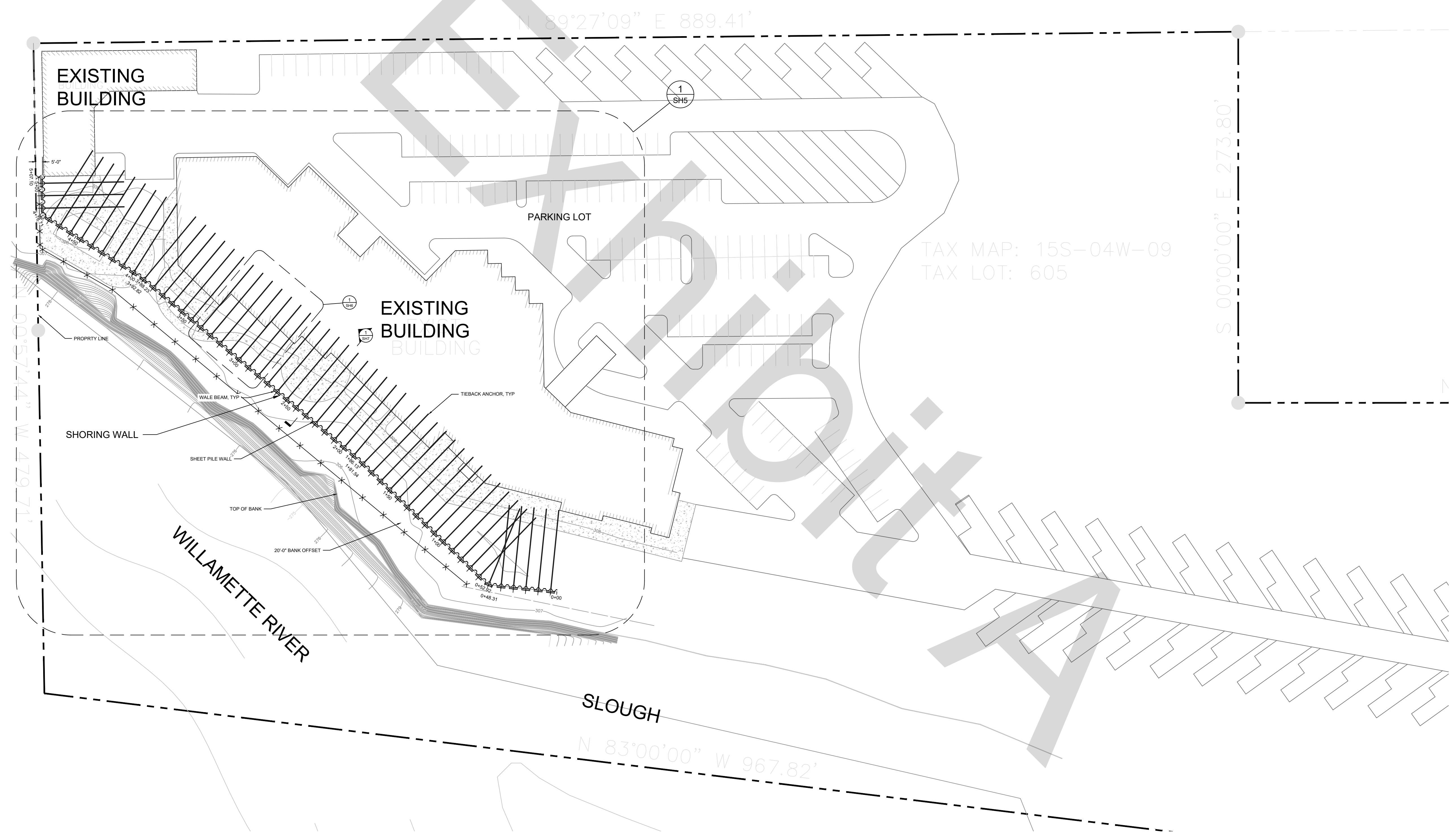
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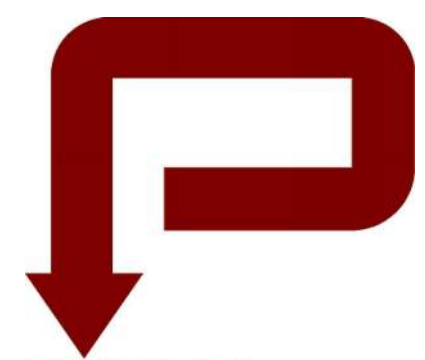
OVERALL  
PLAN

**SH4**

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1 OVERALL PLAN  
1"=40'-0"



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 P. 360.200.6608  
 WWW.PACIFIC-FOUNDATION.COM

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 1400 COLUMBIA STREET  
 VANCOUVER, WA 98660  
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**PERMANENT SHORING  
 LIFE BIBLE CHURCH**

23650 PEORIA ROAD  
 HARRISBURG, OR

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 DATE: 16 DECEMBER 2025  
 PROJECT NO: S25011

WALL PLAN

**SH5**

S:\2025 JOBS\S25024 LIFE BIBLE CHURCH (25465)\CAD\S25024 LIFE BIBLE CHURCH.DWG  
 12/16/2025

N 00°57'44" W 479.71'

EXISTING BUILDING

PARKING LOT

EXISTING BUILDING

EXIST. BUILDING

SHORING WALL

WILLAMETTE RIVER

5'-0"

5+07.10

5+00

4+50

3+92.82

3+68.23

3+50

3+00

2+50

2+00

1+56.73

1+31.54

1+00

0+52.92

0+48.31

0+00

PROPRTY LINE

WALE BEAM, TYP

SHEET PILE WALL

TOP OF BANK

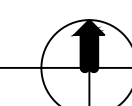
20'-0" BANK OFFSET

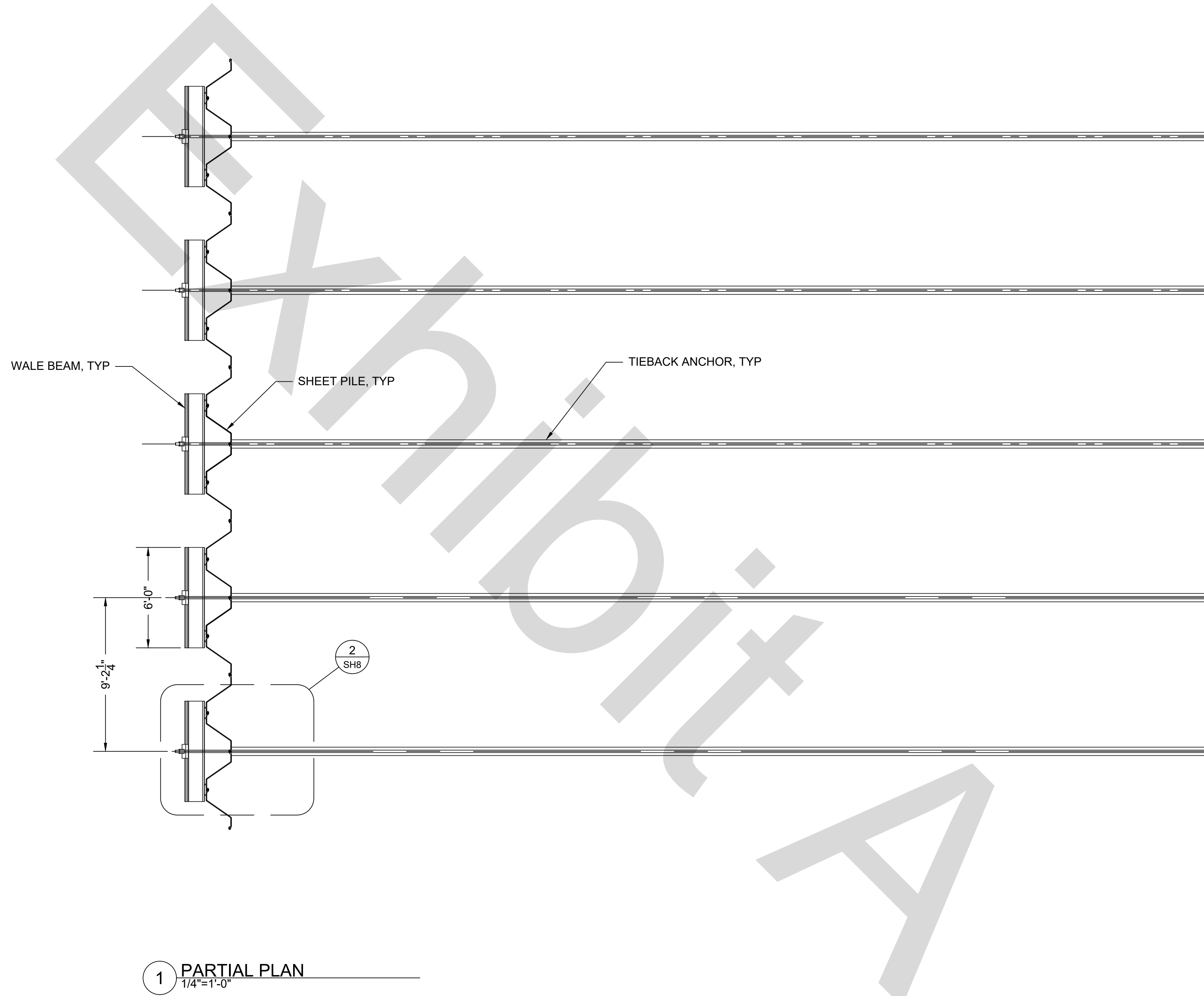
TIEBACK ANCHOR, TYP

1 SH6

1 SH7

1 SHORING PLAN  
 1"=20'-0"





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PACIFIC FOUNDATION, INC  
1400 COLUMBIA STREET  
VANCOUVER, WA 98660  
P: 360.200.6608  
WWW.PACIFIC-FOUNDATION.COM

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1400 COLUMBIA STREET  
VANCOUVER, WA 98660  
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**PERMANENT SHORING  
LIFE BIBLE CHURCH**

23650 PEORIA ROAD  
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PARTIAL  
PLAN

**SH6**



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VANCOUVER, WA 98660  
P: 360.200.6608  
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1400 COLUMBIA STREET  
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# PERMANENT SHORING LIFE BIBLE CHURCH

23650 PEORIA ROAD  
HARRISBURG, OR

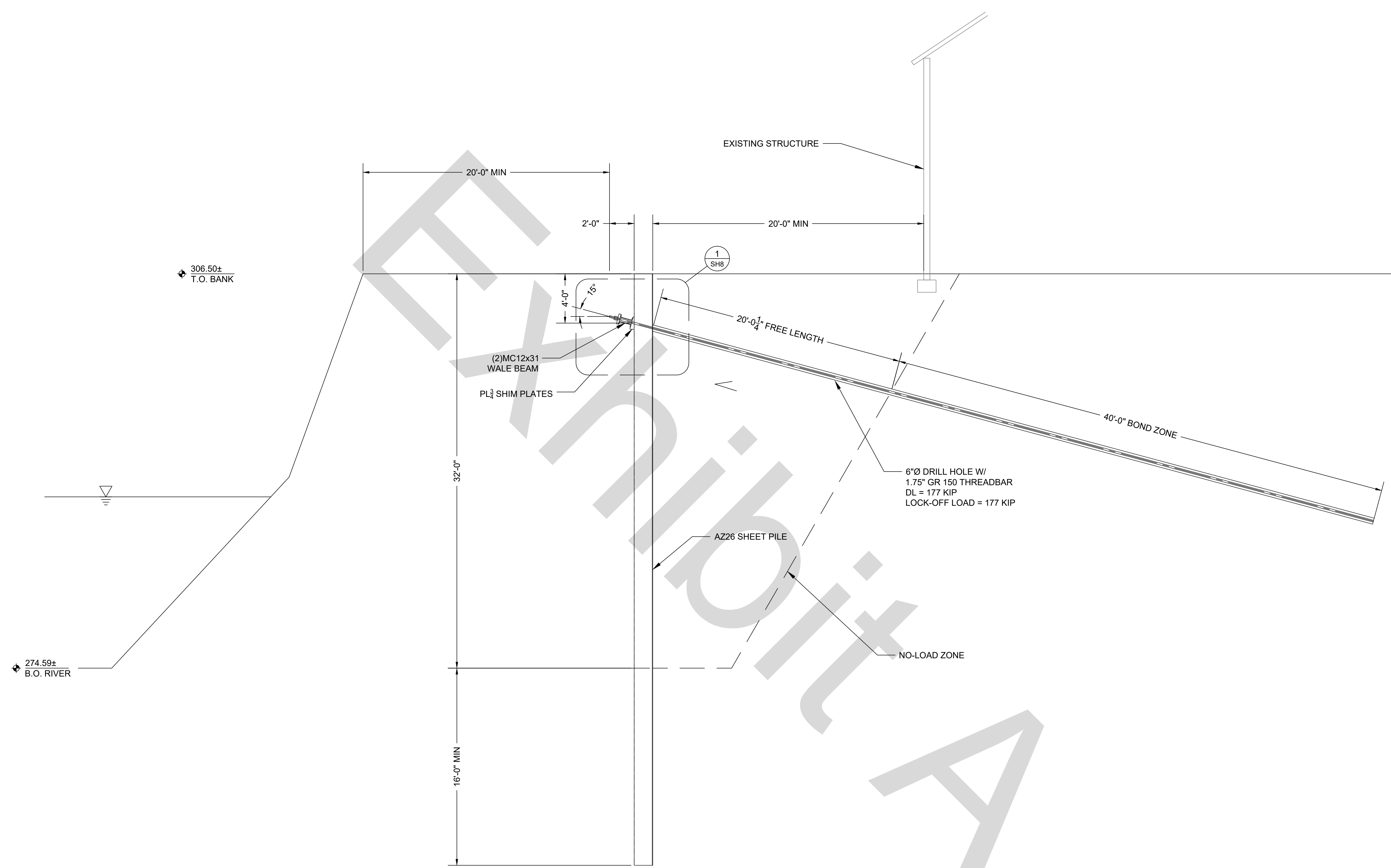
REVISIONS

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DATE: 16 DECEMBER 2025  
PROJECT NO: S25024

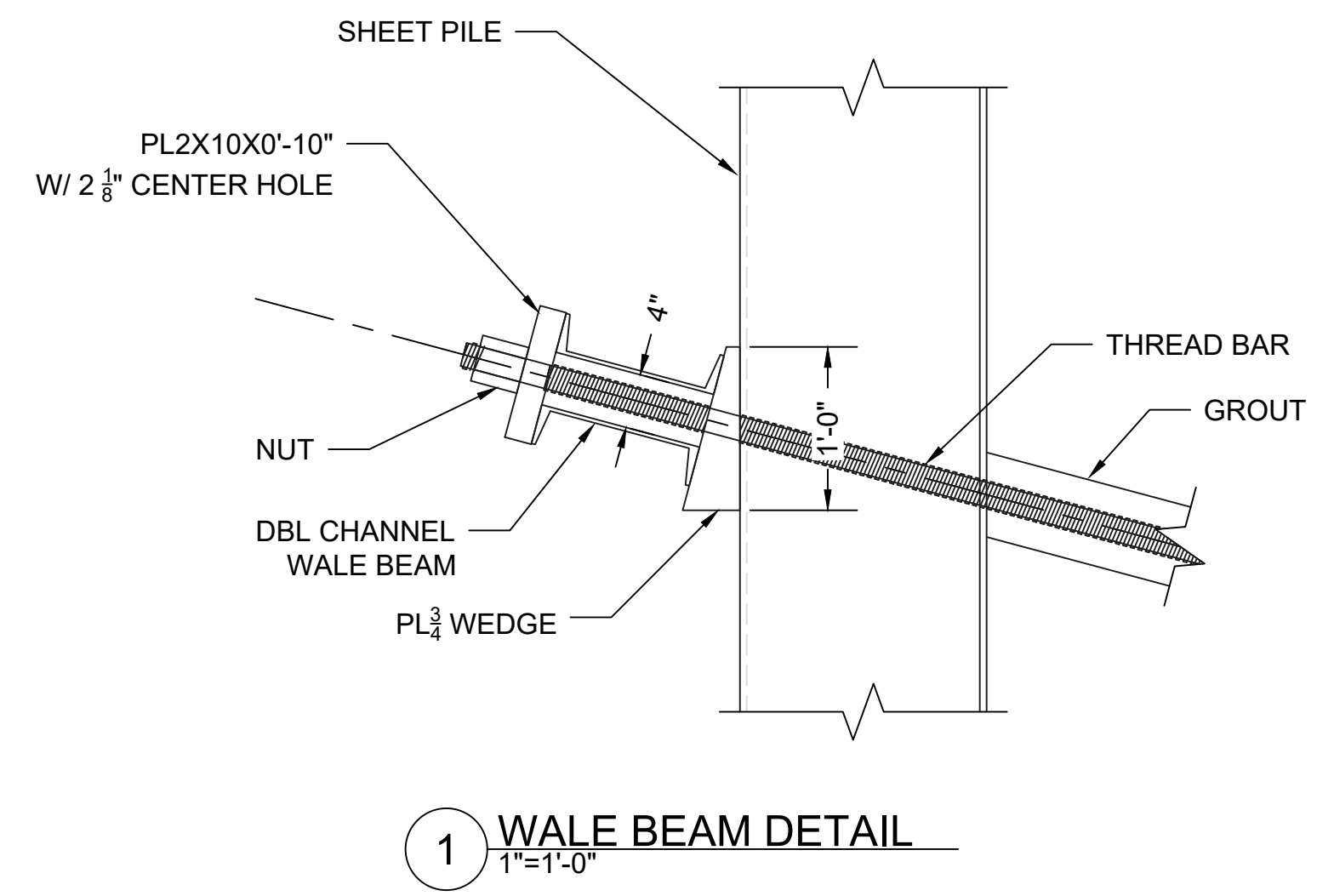
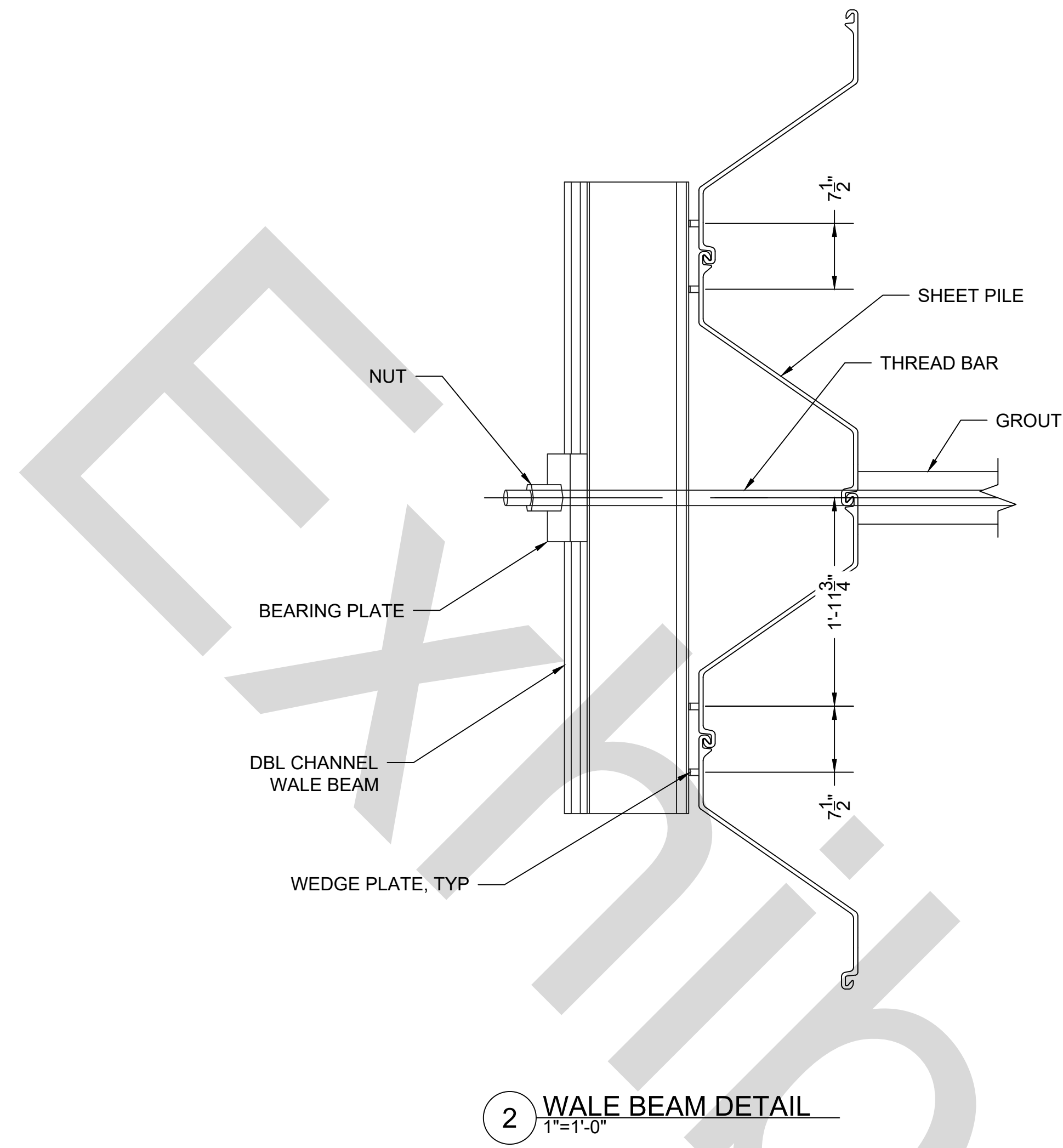
SECTION

## SH7

S:\2025 JOBS\S25024 LIFE BIBLE CHURCH (25465)\CAD\S25024 LIFE BIBLE CHURCH.DWG  
12/16/2025



**1 SECTION**  
1/4" = 1'-0"



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1400 COLUMBIA STREET  
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**PERMANENT SHORING  
LIFE BIBLE CHURCH**

23650 PEORIA ROAD  
HARRISBURG, OR

REVISIONS

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DETAILS

**SH8**

## Exhibit E

### ARCHAEOLOGICAL INADVERTENT DISCOVERY PLAN (IDP)

Archaeological materials are the physical remains of the activities of people in the past. This IDP must be followed should any archaeological sites, objects, or human remains be found. Archaeological materials are protected under Federal and State laws and their disturbance can result in criminal penalties. This document pertains to the work of the Grantee, including any and all individuals, organizations, contractors, or companies associated with the Project.

#### **WHAT MAY BE ENCOUNTERED**

Archaeological material may be found during any ground-disturbing activity. If encountered, all excavation and work in the area **MUST STOP**. Archaeological objects vary and can include evidence or remnants of historic-era and pre-contact activities by humans. Archaeological objects can include but are not limited to:

- **Stone flakes, arrowheads, stone tools, bone or wooden tools, baskets, beads.**
- Historic building materials such as **nails, glass, metal** such as cans, barrel rings, farm implements, **ceramics, bottles, marbles, beads.**
- Layers of **discolored earth** resulting from hearth fire
- Structural remains such as **foundations**
- **Shell Middens** (mounds)
- **Human skeletal remains** and/or **bone fragments** which may be whole or fragmented.

**If in doubt call it in.**

#### **DISCOVERY PROCEDURES: WHAT TO DO IF SOMETHING IS FOUND**

1. Stop ALL work in the vicinity of the find
2. Secure and protect area of inadvertent discovery with 30 meter/100 foot buffer—work may continue outside of this buffer
3. Notify Project Manager and Grantee
4. Project Manager will need to contact a professional archaeologist to assess the find.
5. If archaeologist determines the find is an archaeological site or object, contact SHPO. If it is determined to *not* be archaeological, work may continue.

#### **HUMAN REMAINS PROCEDURES**

1. If it is believed the find may be human remains, stop ALL work.
2. Secure and protect area of inadvertent discovery with 30 meter/100 foot buffer, then work may continue outside of this buffer with caution.
3. Cover remains from view and protect them from damage or exposure, restrict access, and leave in place until directed otherwise. **Do not take photographs. Do not speak to the media.**
4. Notify:
  - Project Manager
  - Grantee

- Contracted Archaeologist (if applicable)
- Oregon State Police - **DO NOT CALL 911** . . . . . 503-378-3720
- SHPO (State Historic Preservation Office) . . . . . 503-986-0690
- LCIS (Legislative Commission on Indian Services) . . . . . 503-986-1067
- Appropriate Native American Tribes (as provided by LCIS)

5. If the site is determined not to be a crime scene by the Oregon State Police, do not move anything! The remains should continue to be *secured in place* along with any associated funerary objects, and protected from weather, water runoff, and shielded from view.

6. Do not resume any work in the buffered area until a plan is developed and carried out between the State Police, SHPO, LCIS, and appropriate Native American Tribes, and you are directed that work may proceed.

**CONFIDENTIALITY**

The Grantee and employees shall make best efforts, in accordance with federal and state law, to ensure that its personnel and contractors keep the discovery confidential. The media, or any third-party member or members of the public are not to be contacted or have information regarding the discovery, and any public or media inquiry is to be reported to Grantee. Prior to any release, the responsible agencies and Tribes shall concur on the amount of information, if any, to be released to the public. *To protect fragile, vulnerable, or threatened sites, the National Historic Preservation Act, as amended (Section 304 [16 U.S.C. 470s-3]), and Oregon State law (ORS 192.501(11)) establishes that the location of archaeological sites, both on land and underwater, shall be confidential.*

## HOLD HARMLESS AGREEMENT

This Agreement is made and entered into this \_\_\_ day of \_\_\_\_\_, 2025, by and between the City of Harrisburg, Oregon, an Oregon municipal corporation, hereinafter referred to as “City” and Life Bible Church whose address is 23650 Peoria Road, Harrisburg, Oregon 97446, hereinafter referred to as “Life Bible.”

WHEREAS, Life Bible owns real property in Harrisburg, Linn County, Oregon described above (“Property”); and

WHEREAS, At the request of Life Bible, City declared a Declaration of Emergency due to the extreme erosion and damage occurring on the Property. Based on the condition of the Property and the rapid erosion occurring, Life Bible proposes to install a sheetpile wall, approximately 501’ long, consisting of approximately 51 steel poles, 57’ feet each in length into the ground in order to control and prevent further erosion of the Property; and

WHEREAS, City is willing to provide and approve a Safe Harbor application to Life Bible, to install the steel poles which includes engineering controls that will benefit the Property, so long as Life Bible accepts any and all liabilities and risks associated therewith. Life Bible agrees that they will be responsible for working with any and all regulatory agencies that might be required by this project based upon the type of engineering controls used, once the immediate and emergency erosion control solution is installed. Life Bible will be responsible for any and all fines levied by regulatory agencies due to the work being done in the river bank.

NOW, THEREFORE, in consideration of the mutual promises contained herein, it is agreed as follows:

1. HOLD HARMLESS. It is agreed that Life Bible, on behalf of itself, its successors and assigns, hereby agrees to indemnify and hold harmless the City, its agents,

officers, and employees, from any and all claims, demands, and damages, of any kind, whether occurring to the property of Life Bible or to third parties, persons or property as a result of the installation, inspection, lack of inspection and presence of the steel poles described above and any other related work by Life Bible or any other party to prevent and control the erosion described above. This obligation shall extend to all claims, damages, demands and fines as well as costs of defense from any and all parties whatsoever.

DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2025.

CITY OF HARRISBURG

By: \_\_\_\_\_  
Michele Eldridge- City Administrator

LIFE BIBLE CHURCH

By: \_\_\_\_\_  
Bradley Neuschwander-President



**NOTICE OF A TYPE II ADMINISTRATIVE DECISION**

**CASE NO. 2026-1: ROBERT BOESE SHOP @ 460 N. 7<sup>TH</sup> St. (PREVIOUS VARIANCE LU 469-2025)**

**SITE LOCATION:**

The subject site is located at 460 N. 7<sup>TH</sup> St., also known as tax lot 4100 of Linn County Assessors Map 15S04W10CD.

**APPLICANT:** Robert Boese  
460 N. 7<sup>th</sup> St.  
Harrisburg, OR 97446

**OWNER:** Robert Boese  
460 N. 7<sup>th</sup> St.  
Harrisburg, OR 97446

**DECISION DATE:** February 20, 2026,

**REQUEST:**

The applicant requested approval to increase the size of the approved accessory structure from 1200 sq. ft. to 1,440 sq. ft. The alteration to a 32' wide by 45' length shop is a 20% change from what was approved in the previous variance LU 469-2025. Under Harrisburg Municipal Code (HMC) 19.30, and specifically HMC 19.30.030(1)(a), a change in land use of more than 20% would be considered a major modification. At 20% differential, this alteration falls below the thresholds in HMC 19.30.030 and therefore can be considered as a Type II Minor Modification.

**WHOM TO CONTACT FOR MORE INFORMATION:**

Michele Eldridge, City Administrator, at (541) 995-2200, or [meldridge@ci.harrisburg.or.us](mailto:meldridge@ci.harrisburg.or.us), or Lori Ross, at (541)995-6655, [lross@ci.harrisburg.or.us](mailto:lross@ci.harrisburg.or.us).

Mailing Address: City of Harrisburg, PO Box 378, Harrisburg, OR 97446; Office Location: City Hall, 120 Smith Street

**DECISION:**

This decision shall be final as of March 7, 2026. The criteria and standards used for "S: 'special' uses in each zone does not encompass discretion. There is therefore no appeal to the State Land Use Board of Appeals. The decision can be 'appealed/referred' to the Planning Commission, consistent with the provisions in HMC 19.10.030. An appeal of the Planning Commission decision can then also be referred to the City Council, as applicable.

**DECISION-MAKING CRITERIA:**

The City Administrator evaluated this request based on staff-identified criteria for this land use decision, found in HMC 18.50.150; Accessory Structures – Type I or II depending upon zoning, and in HMC 19.30.040. This accessory structure is located in a R-1 residential zone, and the previous size of 1,200 sq. ft. was approved by the Harrisburg Planning Commission on September 16, 2025, through a Variance Request, LU 469-2025. A Minor Modification of an approved Variance must therefore also comply with the applicable requirements of the

**NOTICE OF A TYPE II ADMINISTRATIVE DECISION: ROBERT BOESE SHOP**

Development code and conditions of approval from the original decision.

**Applicable Standards are as follows:**

**HMC 18.50.150 Accessory structures – Type I or II depending upon zoning.**

**1. Type I or II Procedures.**

- a. If an accessory structure is located in a residential zone, then a Type I procedure will apply.**
- b. If an accessory structure is located in a commercial or industrial zone, then a Type II procedure will apply.**

**FINDING:** Because this was a modification of a variance that was granted by the Planning Commission, it was processed as a Type II Procedure, allowing for a notification to be mailed to anyone located within 200' of the project site. ***This criterion was met.***

**2. Number of Structures. A maximum of three accessory structures is allowed per legal lot except for:**

- a. Structures 200 square feet or less that are not more than 15 feet in height;**
- b. Structures in the C-1, M-1, M-2, and PUZ zones.**

**FINDING:** There is one accessory structure located on this structure. Therefore, adding another structure will not exceed the code requirements. ***This criterion has been met.***

**3. Floor Area. An accessory structure cannot exceed the lesser of 50 percent of the floor area of the primary structure or 1,000 square feet, and its height cannot exceed the primary dwelling.**

**FINDING:** This accessory structure will exceed 50% of the floor area of the primary structure and is more than 1,000 square feet. The Planning commission approved a structure of 1,200 sq. ft. on September 16, 2025. This modification allows the proposed size of 1,440 sq ft under a minor modification of 20% or less of the original decision. ***This criterion has been met.***

**4. Structure Design. Accessory structures include freestanding, metal-framed, canvas-covered, wood, metal, concrete, or glass sheds, garages, greenhouses, etc.**

**FINDING:** The applicant is required to follow the HMC when building the accessory structure, but he is not required to provide us with the structure design for a variance, or a modification of the decision. Therefore, an additional condition has been applied. ***As conditioned below, this criterion has been met.***

**5. Screening and Buffering. The City may require landscaping or a fence to be installed to screen a new accessory building from abutting property uses.**

**FINDING:** The applicant has already fenced the backyard of his property; therefore, no additional landscaping or fencing is required. ***This criterion is not applicable.***

**6. Setbacks. Accessory structure walls must be set back at least three feet from the nearest property line. Roof overhangs and similar may encroach not more than one foot into the three-foot setback.**

**FINDING:** The applicant shows a 6' setback in their site plan. Condition No. 1 of the original variance requires the applicant to remain consistent with their plans. Therefore, ***this criterion has been met.***

**7. Permits. All accessory structures, except those of 200 square feet or less, require a building permit. Those structures with electrical, HVAC, or plumbing require those respective permits.**

**FINDING:** The applicant is required to file a building permit for this size of structure. Therefore, as conditioned in No. 4, the ***criterion has been met.***

**8. Prohibited Accessory Structures in Residential Zones.** *Nonallowed structures such as trailers, cargo/freight containers/boxes, or any structure consisting of easily damaged materials or construction, including dilapidated or dangerous structures.*

**FINDING:** The applicant is required to adhere to the provisions of HMC 18.50.150. As conditioned below, *this criterion has been met.*

**9. Lot Coverage.** *The total lot coverage percentage of the primary structure, and all accessory structures shall not exceed the allowances of Table 18.45.040.4, except as may be adjusted. [Ord. 998 § 1 (Exh. A), 2023; Ord. 987 § 1 (Exh. A), 2022.]*

**FINDING:** The applicant may not exceed the total maximum lot coverage allowance of 50% of the tax lot. As conditioned below, *this criterion has been met.*

**Condition No. 4:** *The size of this proposed structure requires a Building Permit. When the permit is filed, in addition to the Conditions and Development Concerns from the original variance, the applicant will be required to follow the provisions of HMC 18.50.150 in relation to structure design, and lot coverage, as required by HMC 18.45.040.4. The applicant is not allowed to install any of the prohibited accessory structures in the residential zone in which this project is located.*

Conditions of Approval from LU469-2025:

**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: Storm Drainage.** *Concurrently with the submittal of the building permit, the applicant will provide gutters to the structure and will show where the drainage is being directed to.*

**Condition No. 3. Time Limitation:** *The property owner must apply for a building permit within an 18-month time limit from the approval of this variance request.*

Development Concerns:

**Development Concern No. 1:** *The applicant must account for any additional drainage problems on his lot due to the addition of this structure, and should consider the addition of French rain, or any other system of storm water control.*

**IN CONCLUSION:** The original variance to allow a 1,200 sq. ft. accessory structure to be added to the property at 460 N. 7<sup>th</sup> St, has been modified, and the findings and criteria show that this application meets the standards of HMC 18.50.150. As conditions from the original variance application are still applicable from LU 469-2025, and with the further Condition added by the findings when making this decision, this application for a 1,440 sq ft accessory structure has been administratively approved with conditions, and one development concern.

**The City of Harrisburg does not discriminate against individuals with disabilities and is an Equal Opportunity Provider.** People with disabilities that wish accommodation are requested to contact City hall at 541-995-6655, at least 48 hours prior to the deadline.

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Post: To website, Final Administrative Decision on or before Friday, February 20, 2026

**Staff Report**  
**Harrisburg Type I Application Review & Decision**  
**Harrisburg, Oregon**

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**THE MATTER OF A LOT LINE ADJUSTMENT BETWEEN 555 LASALLE ST. AND 561 LASALLE ST.**

**STAFF REPORT EXHIBITS:**

Exhibit A: Application & Supporting Documents

**APPLICANT:**       **DEAN CHAPPELL**

**LOCATION:**       555 LaSalle St., 15S04W15BC01000  
561 LaSalle St., 15S04W15BC01300

**REVIEW DATE:**   JANUARY 28, 2026

**ZONING:**         R-2

**OWNERS:**        HAROLD CHAPPELL TR – BY AND THRU DEAN CHAPPELL  
KEVIN & JANET DECKARD

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**BACKGROUND**

Property owned by Harold Chappell Tr, has an existing home on it, built in 1954. This property (Lot No. 1) is 1.65 acres; 71,874.4 sq. ft. The home and the shed come to a total of 2071 sq. ft., and therefore are equal to 2.8% coverage on proposed Lot No. 1. Property owned by Kevin & Janet Deckard was partitioned in 2005. In 2006, a 1992 manufactured home was added to the property, along with a garage. Total structures come to 2,205.55 sq. ft., bringing them to a 3% coverage. This is Lot No. 2.

Applicant proposed to provide .41 acres of property (17,859.60 sq. ft.) to the Deckards, which requires a Lot Line Adjustment. Lot No. 1 is 1.65 acres, and after removing .41 acres, will be reduced to 1.24 acres, or 54,014.4 sq. ft. of property. Lot No. 2 is .31 acres (13,503.6 sq. ft.), which after adding in .41 acres (17,859.6 sq. ft.) is then increased to .72 acres, or a total of 31,636.20 sq. ft.

**CRITERIA AND FINDINGS OF FACT**

**HMC 19.20.120 – Property Line Adjustments**

**1. Submission Requirements**

- **Request is on a City Land Use Form**
- **Contains a Preliminary Lot Line Map drawn to scale, identifying all existing and proposed lot lines, dimensions, footprints and dimensions of existing structures, including accessory structures, fences and walls, location and dimensions of driveways and public & private streets within or abutting subject lots, and any other information deemed necessary.**

**Discussion:** The request provided is on a City Land Use Application as required by code. The enclosed map with the application is drawn to scale and includes all existing and proposed lot lines and dimensions. It includes footprints and dimensions of existing structures, fences and walls, location and dimension of driveways and public and private streets within or abutting the subject lots. Both owners of property have signed their copy of primary contact and owner information, thereby signifying that they have both given their permission for this transaction to take place.

**Finding:** This application has met the requirements of HMC 19.20.120(1)

**2. Approval Criteria. The City Administrator shall approve or deny a request for a property line adjustment in writing, based on all of the following criteria:**

- a. Parcel Creation. No additional (new) parcels or lots are created by the lot line adjustment;**
- b. Lot Standards. All resulting lots conform to the applicable lot standards of the zoning district (Chapter [18.45](#) HMC) including lot area, dimensions, setbacks, and coverage. As applicable, all lots and parcels shall conform the City of Harrisburg floodplain overlay; and**
- c. Access and Road Authority Standards. All lots conform to the standards or requirements of Chapter [18.70](#) HMC, Access and Circulation, and all applicable road authority requirements are met. If a lot is nonconforming to any City or road authority standard, it shall not be made less conforming by the property line adjustment.**

**Discussion:**

- a. Parcel Creation: There are no additional parcels, or lots created by this lot line adjustment.
- b. Lot Standards: As required for the R-2 Zone, these lots are being used for primary residential dwellings. As these are interior lots, they are required to be a minimum of 5,000 sq. ft. Lot No. 1 will be adjusted to a square footage of

54,014.4 sq. ft., and Lot 2 will be adjusted to 31,363.20 sq. ft. These are far in excess of the minimum requirements. The lot width requirements is 45'. Lot No. 1 maintains the current 83.7' width, while Lot No. 2 is a flag lot. It is 23' at LaSalle St., and 76.9' for the width where the main lot is located. The minimum depth is 75'; Lot No. 1 remains 518.1'. Lot No. 2 gains length and is 519.4 after the adjustment. Lot Coverage is the same on Lot No. 1, with 2.8% coverage, while Lot No. 2 is 3.0% coverage.

Landscape is required for the lesser of the front and side yards, or 15%. Both lots have grass and trees in front, although Lot No. 2 has some tree's planted along the driveway, most of the landscape is where the property widens where the flag lot driveway enters. Front, Side, and Rear setbacks remain the same in relation to the existing homes.

HMC 18.70 Lot No. 1: Further development of Lot No. 1 will require a paved driveway to the garage/carport. Lot No. 2 has a paved driveway from the current access driveway to the home. In HMC 18.75, the landscapes are landscaped far more than the requirements are when the rear yards are taken into account. IN addition, both lots have met the minimum standards as required by parking and loading in HMC 18.80. There is far in excess of the two minimum spaces required for each dwelling

HMC 18.75: Public Facilities; both properties have water and sewage services; further development of either property will require that storm lines are accounted for. Lot No. 2 should have gutters present; Lot No. 1 doesn't appear to have gutters on the home. There is no floodway at this location

**Finding:** This criteria has been met. Development concerns address what will require being brought up to current code compliance. This lot line adjustment does not count as 'development', and therefore doesn't trigger that requirement.

**Development Concern No. 1 – Driveway:** Further development of Lot No. 1 will require a paved driveway to be added to the garage/carport.

**Development Concern No. 2 – Gutters:** If Lot No. 1 is developed further, storm drainage controls/gutters will be required on the existing home, and any additional structures on the property.

c. **Access and Road Authority Standards:** The driveway approaches were approved by the City when the LaSalle St. Improvement Project was completed. Neither property will be developed further, and therefore do not require any additional access drives.

**Condition No. 1 - Consistency with Plans:** – Development shall comply with the plans and narrative in the applicant's proposal, except where modified by the conditions of approval.

**Finding:** This criterion, as conditioned, and as required for a lot line adjustment has been met.

**Recording Property Line Adjustments.**

**a. Recording.** Upon the City’s approval of the proposed property line adjustment, the applicant shall record the property line adjustment documents with Linn County within 60 days of approval (or before the decision expires) and submit a copy of the recorded survey map to the City, to be filed with the approved application.

**b. Time Limit.** The applicant shall submit a copy of the recorded property line adjustment survey map to the City within 15 days of recording and prior to any application being filed for a building permit on the reconfigured lots. [Ord. 987 § 1 (Exh. A), 2022.]

**DISCUSSION:** The applicant shall have the lot line adjustment recorded at Linn County within 60 days of approval, which is based on today’s date. The deadline is March 28, 2026. The applicant shall be required to provide a copy of the recorded property line adjustment survey map within 15 days of recording at the County.

**Condition No. 2 - Recording of Final Plat:** Applicant shall record the final plat at Linn County on, or prior to March 28, 2026. A copy of the plat shall be provided to the City of Harrisburg within 15 days of recording the final version.

**FINDING:** As conditioned, the criteria have been met.

**DECISION:**

Based upon the criteria, discussion, and findings of facts above, Staff find that the applicant has met the requirements, as conditioned for a lot line adjustment for tax lots located respectively at 555 LaSalle St. (15S04W15BC01000) and 561 LaSalle St. (15S04W15BC01300),

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City Administrator – Michele Eldridge,

January 28, 2026

***This is a Ministerial Decision, which is signed under the authority of the City Administrator. It is not a land use decision as defined by ORS 197.015, and therefore not subject to an appeal with the State Land Use Board of Appeals. The applicant can appeal this decision to the Planning Commission, as well as any person within, or owning property within 200’ of the property. This is based only upon evidence of clear and compelling error(s) on the part of the City Staff. Any written appeals must be filed with the City Recorder within 10 business days of approval by the City Administrator. That date is on Saturday, February 7, 2026.***

**CONDITIONS OF APPROVAL**

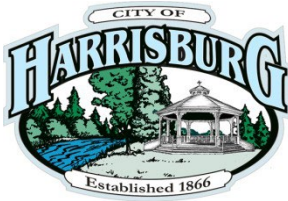
**Condition No. 1 - Consistency with Plans:** Development shall comply with the plans and narrative in the applicant's proposal, except where modified by the following conditions of approval.

**Condition No. 2 – Recording Final Plat:** Applicant shall record the final plat at Linn County on, or prior to March 28, 2026. A copy of the plat shall be provided to the City of Harrisburg within 15 days of recording the final version.

**DEVELOPMENT CONCERNS**

**Development Concern No. 1 – Driveway:** Further development of Lot No. 1 will require a paved driveway to be added to the garage/carport.

**Development Concern No. 2 – Gutters:** If Lot No. 1 is developed further, storm drainage controls/gutters will be required on the existing home, and any additional structures on the property.



## NOTICE OF A TYPE II ADMINISTRATIVE DECISION

### **CASE NO. 2026-3: HAYDEN HOMES – CASTLEBERRY CROSSING SUBDIVISION EXTENSION**

#### **SITE LOCATION:**

The subject site is located at 930 Sommerville Loop, also known as tax lot 3700 of Linn County Assessors Map 15S04W15.

**APPLICANT:** Brian Thoreson on behalf of Hayden Homes  
 963 SW Simpson, Ste 100  
 Bend, OR 97702

**OWNER:** HHIF VI, LLC  
 963 SW Simpson, Ste 100  
 Bend, OR 97702

#### **REQUEST:**

The applicant requested approval to extend the period of time in which they are required to file a final plat with the County Recorder. The original application (LU455-2024) was approved on February 20, 2024. The Effective Date was March 4, 2024. As per HMC 19.20.070-090, Applicants are provided with a requirement to file the final plat within a two year period, unless they request to extend the final plat process prior to the expiration date.

Under Harrisburg Municipal Code HMC 19.20.030(3)(f) *The City Administrator may, upon written request and payment of the required fee, grant an extension, by a Type II procedure, of the approval period not to exceed one year.* The City Administrator has received an application, prior to the expiration date of March 4, 2026, and a payment of the fee to request an extension of time in which the applicant can file the final plat with the Linn County Surveyors office.

#### **WHOM TO CONTACT FOR MORE INFORMATION:**

Michele Eldridge, City Administrator, at (541) 995-2200, or [meldridge@ci.harrisburg.or.us](mailto:meldridge@ci.harrisburg.or.us), or Lori Ross, at (541)995-6655, [lross@ci.harrisburg.or.us](mailto:lross@ci.harrisburg.or.us).

Mailing Address: City of Harrisburg, PO Box 378, Harrisburg, OR 97446; Office Location: City Hall, 120 Smith Street

#### **DECISION:**

This decision shall be final as of March 14, 2026 if not appealed. The criteria and standards used for the decision can be 'appealed/referred' to the Planning Commission, consistent with the provisions in HMC 19.10.030. An appeal of the Planning Commission decision can then also be referred to the City Council, as applicable. The new expiration date in which the applicant may file the final plat is March 14, 2027.

#### **DECISION-MAKING CRITERIA:**

The City Administrator has evaluated this request based on specific review criteria from the Harrisburg Municipal Code (HMC) and other applicable requirements. The staff-identified criteria for this land use decision are found in HMC 19.20.030(3) as determined by the City Administrator.

**NOTICE OF A TYPE II ADMINISTRATIVE DECISION: CASTLEBERRY CROSSING SUBDIVISION**

This preliminary plat was originally approved by the Planning Commission on February 20, 2024. The previous effective date was March 4, 2024. The request for a one-year extension of time as allowed by the HMC was received as of Jan 30, 2026, and therefore before the original effective date.

**Applicable Standards are as follows:**

**HMC 19.20.030(3). Modifications and Extensions. The applicant may request changes to the approved preliminary plat or conditions of approval following the procedures and criteria provided in Chapter [19.30](#)**

**FINDING:** The applicant has followed the procedures and criteria as provided in Chapter 19.30. **Therefore, this criterion has been met.**

**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 all of the following criteria are met:**

**a. Any changes to the preliminary plat follow the procedures in Chapter [19.30](#) HMC;**

**FINDING:** The applicant has not asked for any changes as of the date of this decision, but is planning on asking for a future modification and adjustment, and possible zone change in the future. **This criterion has been met.**

**b. The applicant has submitted written intent to file a final plat within the one-year extension period;**

**FINDING:** The applicant has provided an application, and narrative, requesting this modification, and their intent on filing a final plat within a years' time. **This criterion has been met.**

**c. An extension of time will not prevent the lawful development of abutting properties;**

**FINDING:** Properties abutting the pending subdivision will not be prevented from developing their properties based upon this extension. **This criterion has been met.**

**d. There have been no materially inconsistent changes to the applicable code provisions on which the approval was based. If such changes have occurred, a new preliminary plat application shall be required; and**

**FINDING:** There are no changes to the preliminary plat at this time, other than the request to extend the time to file a final plat. **This criterion has been met.**

**e. The extension request is made before expiration of the original approved plan.**

**FINDING:** The expiration date for filing the final plat was scheduled for March 4, 2026. The request to extend the period of time for filing the final plat was received on January 30, 2026, prior to the expiration date of the original approved plan. **This criterion has been met.**

**f. The City Administrator may, upon written request and payment of the required fee, grant an extension, by a Type II procedure, of the approval period not to exceed one year.**

**FINDING:** The written request, and payment of the required fee was submitted prior to the expiration date of the original preliminary plat. As allowed by this section of the Municipal Code, this decision was made by a Type II procedure. The approval period is not allowed to exceed one year. **As conditioned, this criterion has been met.**

**CONDITION NO. 1: Extension Time:** The approval to extend the time period in which the applicant can file a final plat may not be longer than a year from the formal approval date of March 14, 2026. The applicant may ask for an additional extension following these same guidelines prior to the new expiration date of March 14, 2027.

**g. The proposed changes are not materially inconsistent with the conditions of the original approval.**

**FINDING:** The only change that is being asked for at this time is the extension of time with which the applicant has to file their final plat. The applicant understands that any changes to the original Conditions of Approval will need to go through a modification process, with the same section of applicable code. **As conditioned below, the criterion has been met.**

**CONDITION NO. 2: Conditions of Approval:** The previous conditions of approval (shown below) are still applicable to the preliminary plat, until and unless the applicant files for a modification of such.

**CONDITIONS OF APPROVAL FOR LU 455-2024 AND LU 456-2024 FOR CASTLEBERRY CROSSING SUBDIVISION:**

- 1. The Applicant shall provide to the Linn County surveyor the proposed subdivision plat name to verify the plat name is not already recorded for another subdivision and that it satisfies the provisions of ORS Chapter 92.**
- 2. The Applicant and the City of Harrisburg shall enter into a mutual agreement for the placement and completion of all required infrastructure and utilities, including permanent access and maintenance of storm drain detention and easement areas by the City with funding assistance for the first 5 years of maintenance, provided by the applicant during the development agreement process.**
- 3. Prior to recording the Final Plat, the owner is required to complete the storm detention facilities to specifications, subject to acceptance through the normal engineering approvals by the City Engineer. After acceptance by the City, the owner must deed both Storm Tracts A and B to the City of Harrisburg in the Final Plat process.**
- 4. The Applicant shall provide to the City any required wetland-related permit approvals from State and/or Federal agencies prior to beginning site preparation activities on the subject site.**
- 5. At the time of Final Plat application submittal, a final site plan shall be provided that demonstrates compliance with the 50-foot minimum driveway approach spacing standard for the co-located driveway approaches on the R-2 zoned portion of the site on Sommerville Loop (HMC 18.70.030(7)).**
- 6. Provide a final site plan signed and sealed by the engineer of record that shows vision clearance triangles on the three intersections (Sommerville Loop & South 9<sup>th</sup> Street, Sommerville Loop & Santiam Street, and Santiam Street & South 9<sup>th</sup> Street) as well as both sides of the 'curve' on Santiam Street within the project area to demonstrate**

**compliance with this criterion. If the applicant is relying on vision clearance area on private property, show an associated easement area to be recorded as part of the Final Plat application process.**

- 7. Provide a final landscape plan signed and sealed by the design professional of record.**
- 8. Provide the outdoor lighting plan signed and sealed by the engineer of record.**
- 9. Extend Sommerville Loop public improvements to the eastern and western extent of the site's property line based on the City of Harrisburg Engineering Design Standards Manual, Collector Street Standards outlined in the tentative Plan Engineering Comments technical memorandum by the City Engineer.**
- 10. Provide public improvements in the Sommerville Loop right-of-way that comply with most of the requirements of HMC Table 18.85.020.3., by removing the planter strip, and providing a 5' sidewalk, .5' curb, and a 14.5' parking lane.**
- 11. Provide public improvements in the Santiam Street and South 9<sup>th</sup> Street rights-of-way that comply with HMC Table 18.85.020.3., by adjusting the length of the lots that are abutting both sides of the local streets by ½' in length and providing 8' parking lanes on both sides of the street.**
- 12. Provide the required street tree planting funds to the City of Harrisburg, consistent with the provisions of HMC Chapter 12.20, and Council Fee Resolutions to implement the landscape plan within the public street right-of-way consistent with the City's approved street tree planting list.**
- 13. At the time of submitting the required privately engineered public improvement construction plans and specifications, the Applicant shall include a safe pedestrian connection across the Sommerville Loop collector street to the public sidewalk system north of the development, such as a Rectangular Rapid Flashing Beacon and the associated public improvements and traffic control devices for review and approval by the City Engineer. The privately engineered public improvement construction plans and specifications need to be complete and approved before any construction starts on the project.**
- 14. Provide an updated stormwater management plan and drainage report signed and sealed by the engineer of record that demonstrates that a 25-year storm event can be accommodated by the proposed stormwater system to be reviewed and approved by the City Engineer.**
- 15. In accordance with the requirements of HMC 18.85.060(2)(b), all utilities shall be placed underground prior to the issuance of the first building permit.**
- 16. All proposed easements shall be provided at the time of Final Plat application submittal. The proposed easements shall be referenced on the final plat and recorded accordingly.**
- 17. The Applicant shall acquire all required permits, including but not limited to those related to demolition and site preparation, building, electrical, mechanical, and plumbing, before beginning construction of different project components, public improvements as required by HMC Title 15.**
- 18. The Applicant shall provide an acceptable plan for the installation of items provided in design specifications, including but not limited to the number, type and location of fire hydrants, manholes, sidewalks, street signs, and mail receptacles. These items shall be provided to the City Engineer prior to starting construction of the infrastructure of this subdivision.**

#### **OTHER DEVELOPMENT CONSIDERATIONS (Informational Only)**

- 1. The proposed fencing along the northern property line of Lot 1 does not comply with City standards. Per HMC 18.75.040(3)(a)(i), the maximum fence height in street-side yard**

*setbacks is 4-feet, or the proposed 6-foot fence must be setback not less than 3-feet from the property line.*

2. *A separate Development Agreement (DVA) between the Applicant and the City of Harrisburg will be required before any construction begins. The Development Agreement will include bond and deposit requirements, as well as other engineering requirements.*
3. *Submission of Final Plat – Applicant shall submit a Final Plat application consistent with HMC 19.20.090 within two years of the final approval of the preliminary plat.*
4. *Development shall comply with the plans and narrative in the applicant’s proposal, except where modified by the recommended conditions of approval.*
5. *If there are any wells on the property that will not be used, they shall be properly abandoned by a licensed well driller.*
6. *Requirements herein imposed upon the Applicant may be imposed upon a developer or builder if the developer or builder has accepted the responsibility in a written document, and the City of Harrisburg is satisfied that it will not have any adverse impact on bonding requirements or other guarantees of compliance.*
7. *All public improvements, including but not limited to, traffic control devices, detailed storm detention and conveyance system, sanitary sewer conveyance system, water distribution system, and roadway design details, are subject to review and approval under a future review of the privately engineered public improvement construction plans and specifications. The privately engineered public improvement construction plans and specifications need to be complete and approved before any construction starts on the project.*
8. *At the time of Final Plat and development permit application submittals, all documents need to be stamped and signed by applicable licensed professionals, including but not limited to architectural, engineering, and landscape plans and technical reports and memorandums like the Storm Drainage Report and Sight Distance Memorandum.*
9. *A Joint Maintenance Agreement addressing the shared walls and driveways of townhomes in the R02 zone will be recorded with the deeds of the property prior to occupancy being allowed in the homes.*

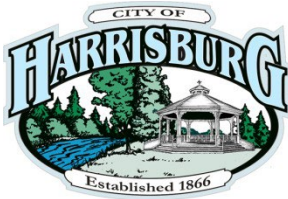
**IN CONCLUSION:** Findings and criteria outlined above, and based on the new conditions, and previous conditions, show that the applicant has met the requirements in order to extend the time in which they need to file a final plat for Castleberry Crossings Subdivision. Based upon the time frame for the appeal notice, this action will be finalized on March 14, 2026. The applicant will have until March 14, 2027 in which to final a final plat for the Castleberry Crossings Subdivision. Staff would like to further note that the applicant has already met much of the original conditions that were placed upon them.

***The City of Harrisburg does not discriminate against individuals with disabilities, and is an Equal Opportunity Provider. Persons with disabilities that wish accommodation are requested to contact City hall at 541-995-6655, at least 48 hours prior to the deadline.***

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Mail: On or before Friday, February 27, 2026

Post: To website, as Administrative Decision on or before Friday, February 27, 2026



**NOTICE OF A TYPE II ADMINISTRATIVE DECISION**

**SPECIAL USE PERMIT FOR CASE NO. 2026-4**

**EFFECTIVE DATE: April 28, 2026**

**CASE NO. 2026-4: 145 Smith St. (Additional Mixed-Use Residential Unit)**

**SITE LOCATION:**

The subject site is located at 145 Smith St. It is also known as tax lot 2900 of Linn County Assessors Map 15S04W16AA. This is the large Quonset hut located on the north side of Smith St.

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

**OWNER:** Patrick & Donnell Freeman Rev Liv Trust  
 PO BOX 588  
 Harrisburg, OR 97446

**SCHEDULED DECISION DATE:** April 16, 2026

**REQUEST:**

The applicant requested approval to add a 2<sup>nd</sup> residential unit to the larger Quonset hut, located on the north side of Smith St. The building has had a residential apartment in the back of the building for several decades, and was large enough to hold two units. Regardless, there is no specific evidence that there was a 2<sup>nd</sup> dwelling unit in this structure; therefore a special use permit is required for the 2<sup>nd</sup> residential unit. Criteria used for the special use permit is in HMC 18.50.080.3, and in HMC 18.65.050(19).

Mixed use development, allows for both commercial and residential uses, as allowed by code. In this case, Chaos Crossfit occupies the front commercial space. The addition of another residential unit is allowed in a C-1 zone, as long as the provisions of HMC 18.50.080.3 are met, including the Downtown Historic District Design Standards. Both dwelling units are well under the 2,500 sq. ft. limitation. It should be noted that the residential units shall share in a ground floor space, containing a laundry area. This is a grandfathered use of the building, as the existing residential unit has always utilized both floors. This structure underwent a site plan in the past, and the last true commercial business was converting RV units, with the owner of the business living in the apartment. This 1940 building follows the code for a dwelling in commercial and mixed employment zones.

The property is only 5,044 sq. ft., and the structure's footprint allows for 3,900 sq ft, not counting the additional residential space being added to the 2<sup>nd</sup> Story of the mezzanine area. The C-1 zone allows zero setbacks for front, side, and rear property lines; there is a 3' alley setback area. As this property is located inside the historical district overlay, it is not subject to any parking restrictions; residents may park on the street. They are not allowed to park in the alley, and the use of the vacant lot to the east is not allowed unless the portion they would use has hard surfacing.

**WHOM TO CONTACT FOR MORE INFORMATION:**

Michele Eldridge, City Administrator, at (541) 995-2200, or [meldridge@ci.harrisburg.or.us](mailto:meldridge@ci.harrisburg.or.us), or Lori Ross, at (541)995-6655, [lross@ci.harrisburg.or.us](mailto:lross@ci.harrisburg.or.us).

**PLEASE TURN OVER FOR MORE INFORMATION**

**NOTICE OF A PENDING TYPE II ADMINISTRATIVE DECISION: 145 Smith St.**

Mailing Address: City of Harrisburg, PO Box 378, Harrisburg, OR 97446; Office Location: City Hall, 120 Smith Street

**DECISION:**

The City Administrator has evaluated this request, and has approved the special use permit based on specific review criteria from the Harrisburg Municipal Code (HMC) and other applicable requirements. The staff-identified criteria for this land use decision are found in HMC 18.50.080.3 Dwellings in Commercial and Mixed Employment Zones. They are also found in HMC 18.65.050; Downtown historic district design standards. The City received a comment from Cabe Johnson, owner of Center Spot, in relation to allowing parking on a gravel lot in order to relieve congestion on Smith St. as well as streets nearby. Unfortunately, it is a separate tax lot, and without a primary use on it at this time, can't be used for parking on gravel without setting a precedent elsewhere in the historical/commercial zone. Technically, and as noted in the findings, the historical zone specifically doesn't require off-street parking. In order to help with street congestion, the owner will be allowed to install hard surfacing on the section of lot that is adjacent to the alley. Hard surfacing can consist of pavers under the tires, asphalt, concrete, or cobblestone/stone hard surfacing.

This decision is not a land use action as defined by ORS 197.015. The criteria and standards used for "S: 'special' uses in each zone do not encompass discretion. There is therefore no appeal to the State Land Use Board of Appeals. The decision can be referred to the Planning Commission, consistent with the provisions in HMC 19.10.030. An appeal of the Planning Commission decision can then also be referred to the City Council, as applicable.

**DECISION-MAKING CRITERIA:**

The City Administrator will evaluate this request based on specific review criteria from the Harrisburg Municipal Code (HMC) and other applicable requirements. The staff-identified criteria for this land use decision are found in HMC 18.50.080; Dwellings in Commercial & Mixed Employment Zones. They are also found in HMC 18.65.050; Downtown historic district design standards. Applicable Standards are as follows:

**HMC 18.50.080.3:**

**3. Standards. Residential uses in the C-1, M-1, and PUZ zones shall conform to all of the following standards:**

- a. New residential uses shall not be located in a ground building floor space within the historical district overlay zone.**
- b. New residential uses within the historical district overlay zone shall be permitted only above or below a ground-floor space approved for a permitted nonresidential use.**
- c. New residential uses in the C-1 zone are not allowed except as part of a mixed-use development requiring a site plan review or master planned development application.**
- d. Single-family dwellings lawfully existing as of the date of adoption of this chapter may continue as permitted uses; and in the event of involuntary damage or destruction due to fire or other event beyond the owner's control, such single-family use may be rebuilt and reestablished pursuant to HMC [18.45.030](#) and applicable building codes.**
- e. New residential uses in the C-1, M-1, M-2, and PUZ zones shall consist of not more than two dwelling units per parcel, each dwelling unit not to exceed 2,500 square feet, and off-street parking provided for at least three vehicles, except for the historical district overlay.**
- f. New residential uses in the C-1, M-1, and M-2 zones shall not exceed a lot/parcel coverage ratio of 40 percent. [Ord. 987 § 1 (Exh. A), 2022.]**

**HMC 18.65.050(19):**

**19. Parking Standards for Historic Overlay. Parking standards generally applicable within the City of Harrisburg may not be appropriate for the historic district. The intent of the historic district is to have an appearance reminiscent of a time before there were automobiles and parking lots. Parking standards within the historic district shall therefore be as follows:**

- a. Parking shall be accessed from a public alley unless the City Planner determines this cannot reasonably be accomplished.**
- b. Parking, if provided off-street, shall not front onto a public street other than an alley except for public parking lots or when it is determined to be necessary by the City Planner.**
- c. There is no minimum number of automobile parking spaces for uses in the Downtown Historic District Zone. [Ord. 987 § 1 (Exh. A), 2022.]**

Staff has determined that the applicant has met the standards as specified in HMC 18.50.080.3 and in HMC 18.65.050.19, with conditions.

Dwellings in Commercial and Mixed Employment Zones:

- a. The previous use of the apartment in this structure, present since at least the mid-nineties, included the ground floor. Therefore, the new residential use is allowed to share in the ground floor space, as it is legal, nonconforming. This standard has been met.
- b. Due to the use of the existing residential space being present on the ground floor, and due to the residential units consisting of both the ground floor, and the mezzanine area, this standard has been met.
- c. The residential uses in the Quonset hut are part of a mixed-use development, which has previously been approved through a site plan procedure. This standard has been met.
- d. There has only been commercial and mixed-use development allowed on this lot, therefore this standard is not applicable to this project.
- e. This property is in the C-1 Commercial zone, only two dwelling units are being constructed/remodeled, and both units are well under 2,500 sq. ft. This standard has been met. As noted in this section, the property is located in the historical district overlay, therefore, parking is not required. This standard is not applicable.
- f. The previous residential use, and new residential use, are both located on the interior of the large Quonset hut. Therefore, the additional residential use does not exceed the lot/parcel coverage ratio of 40%. This standard is not applicable.

Parking Standards for Historic Overlay:

- a. The rear setback of the property adjacent to the alley is only 3'. Therefore, there is no parking available on this tax lot. The owner is encouraged, and will be allowed to have parking on the vacant lot to the east, as long as the owner continues to own this lot, but only if parking surfaces are hard surfaced. As conditioned, this standard has been met.

**Condition:** The owner is not required to provide off-street parking. However, they will be allowed and are encouraged to have parking on the vacant lot to the east as long as they continue to own the lot. If they choose to provide parking, it must be hard surfaced. Hard surfacing can consist of pavers, cobbles, asphalt or concrete. A minimum of two spaces per dwelling unit shall be allowed under the standards shown in HMC 18.80.030. If and when the lot is sold, the new owner will not be required to allow continuation of the parking on this lot, unless they wish to enter into an agreement with the owner of the Quonset hut.

- b. The parking which will be allowed on this vacant lot, without another primary use, doesn't front onto a public street; it fronts from the alley. Therefore, this standard has been met if the applicant adds paved parking.
- c. Off-Street Parking spaces are not required in the historical zone; therefore, this standard is not applicable.

**Conditions of Approval:**

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.
2. The owner is not required to provide off-street parking. However, they will be allowed and are encouraged to have parking on the vacant lot to the east as long as they continue to own the lot. If they choose to provide parking, then it must be hard surfaced. Hard surfacing can consist of pavers, cobbles, asphalt or concrete. A minimum of two spaces per dwelling unit shall be allowed under the standards shown in HMC 18.

If and when the lot is sold, the new owner will not be required to allow the parking on this lot, unless they wish to enter into an agreement with the owner of the Quonset hut.

3. The Quonset hut is located in the historical zone. Therefore, any additional lighting or house numbers for the dwelling units shall meet historical zone standards.

Staff reports in relation to these standards are available in the file, and on-line. As a public record, they are available for public review at City Hall without charge. Copies will be provided at a reasonable charge. The Harrisburg Municipal Code is available on the City's website (<http://www.codepublishing.com/or/harrisburg/>). This decision shall become final on April 28<sup>th</sup>, 2026, unless the decision is appealed pursuant to subsection 4 of HMC 19.10.030.

The decision may only be appealed by those people who have legal standing to appeal a Type II administrative decision, as provided in HMC 19.10.030(4)(a). A notice of appeal must be received by the City Recorder by 5:30pm on April 27, 2026. A notice of appeal to the Planning Commission requires a fee of \$1,000. The notice of appeal must provide identification of the decision being appealed, including the date of the decision, a statement demonstrating the person filing the notice of appeal has standing to appeal, a statement explaining the specific issue being raised on appeal; and if the appellant is not the applicant, a statement demonstrating that the appeal issues were raised during the comment period. The scope of the appeal is limited, as per HMC 19.10.030(4)(c). The hearing on appeal follows the same requirements for a Type III review, as per HMC 19.10.030(4)(d).

**The City of Harrisburg does not discriminate against individuals with disabilities, and is an Equal Opportunity Provider.** Persons with disabilities that wish accommodation are requested to contact City hall at 541-995-6655, at least 48 hours prior to the deadline.

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Mail: by Friday, April 17, 2026








Mail to Applicant Patrick Freeman, PO Box 588, Harrisburg, OR 97446 and Cabe Johnson, Center Spot, Spot-Hogg Archery Products, PO Box 226, Harrisburg, OR 97446

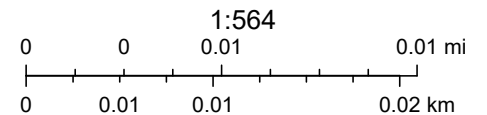
Email to: [freeman\\_patrick@hotmail.com](mailto:freeman_patrick@hotmail.com)

Post: To website on April 17, 2026, as Final Administrative Decision April 16, 2026



3/23/2026, 9:07:09 AM

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



Sources: Esri, Vantor, Airbus DS, USGS, NGA, NASA, CGIAR, N. Robinson, NCEAS, NLS, OS, NMA, Geodatastyrelsen, Rijkswaterstaat, G

Map created using the Linn County Oregon web mapping