



Planning Commission Agenda

June 18, 2024

7:00 PM

Chairperson: Todd Culver
Commissioners: Rhonda Giles, Jeremy Moritz, Kurt Kayner, Kent Wullenwaber, Susan Jackson and Joe Neely
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 and sign language assistance are requested to contact City Hall at 541-995-6655, 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 for an interpreter does not apply to an emergency meeting. ORS 192.630(5)*
4. *Persons contacting the City for information requiring accessibility for deaf, hard of hearing, or speech-impaired persons, can use TTY 711; call 1-800-735-1232, or for Spanish voice TTY, call 1-800-735-3896.*
5. *The City of Harrisburg does not discriminate against individuals with disabilities, and is an equal opportunity provider.*
6. *For information regarding items of discussion on this agenda, please contact City Administrator Michele Eldridge, at 541-995-2200.*
7. *The Municipal Center is disinfected prior to meetings. Seating is 6' apart, and only 50 people can be in the room, dependent upon adequate spacing.*
8. *Masks are not required currently. The City does ask that anyone running a fever, having an active cough or other respiratory issues, not to attend this meeting.*
9. *If you would like to provide testimony, and are unable to attend, please contact the City Recorder. We can accept written testimony up until 5:00 on the day of the meeting and can also call someone during the meeting if verbal testimony is needed.*

CALL TO ORDER AND ROLL CALL

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

APPROVAL OF MINUTES

Recommended Motion: *I move to approve the minutes from the (insert previous meeting date here) Planning Commission Meeting.*

- 1. Motion to Approve the Minutes of January 16, February 20, and March 19, 2024.

PUBLIC HEARING

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

STAFF REPORT EXHIBITS:

Exhibit A: Application Packet

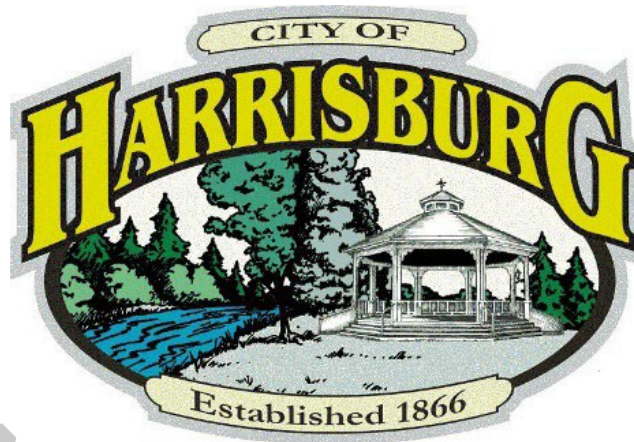
Exhibit B: Testimony Received – Harrisburg Fire/Rescue District

ACTION: MOTION TO APPROVE, APPROVE WITH AMENDMENTS, OR DENY THE APPLICATION FOR A RV STORAGE FACILITY SITE PLAN LU 458-2024, SUBJECT TO the CONDITIONS OF APPROVAL CONTAINED IN THE JUNE 10, 2024 STAFF REPORT. THIS MOTION IS BASED ON FINDINGS CONTAINED IN THE JUNE 10, 2024 STAFF REPORT AND ON FINDINGS MADE DURING DELIBERATIONS ON THE REQUEST.

APPLICANT: Vincent Ferris

OTHERS

ADJOURN



Planning Commission Meeting Minutes

January 16, 2024

Commissioners Present: Susan Jackson, Jeremy Moritz, Joe Neely, and Kent Wullenwaber
 Absent: Rhonda Giles, Kurt Kayner, and Chairperson Todd Culver
 Staff Present: City Administrator/Planner Michele Eldridge, and Finance Officer/Deputy City Recorder Cathy Nelson
 Meeting Location: Harrisburg Municipal Center located at 354 Smith St.

CALL TO ORDER AND ROLL CALL: Order was called at 7:00pm by Vice-Chairperson Jeremy Moritz.

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

APPOINT NEW CHAIRPERSON AND VICE-CHAIRPERSON

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

APPROVAL OF MINUTES

Jackson motioned to approve the minutes for September 19, 2023, October 17, 2023, and November 21, 2023, and was seconded by Wullenwaber. The Planning Commission then voted unanimously to approve the Minutes for September 19, 2023, October 17, 2023, and November 21, 2023.

WORK SESSION

THE MATTER OF CORRECTING THE HARRISBURG DEVELOPMENT CODE IN RELATION TO HMC TITLES 18 AND 19.

STAFF REPORT: Eldridge explained the main reason the Planning Commission was correcting the code again was because the Comprehensive Plan and the Building Code did not match in density and definitions. She highlighted specific sections that will be changed or clarified. All pages are referring to the agenda packet page.

January 16, 2024

- Page 27: Section 18.40 Density and page 36 table. The change being made is to reflect how the Comprehensive plan looks at area. The Building Code was using gross, and the Comprehensive Plan uses net. The gross is the total area, whereas the net area removes any unbuildable portions.
 - Moritz asked if wetlands would be included in the net density. Eldridge said yes and no. The state requires that it is, and Harrisburg is working to change that. Eldridge stated that this is one of the main changes. Page 13 shows the language in the Comprehensive plan and how it refers to net density.
- Page 36: Townhomes are not currently in R-1. They need to be allowed as a special use which is narrated in the code, but not shown in the table matrix.
- Page 38: Duplex needs to update widths of 60 ft. to match the narrative. Multifamily homes also need to be updated to match the narrative on 40 ft. in R2 zones. Eldridge pointed out that the next permit the Planning Commission will consider has townhomes.
- Page 39: Side setbacks shows suggested setbacks in relation to the height of the building. This change matches the narrative and clarifies intent.
 - Jackson asked if the suggested setbacks are the same in other towns. Eldridge stated she was unsure. She knows that 4ft is the state minimum.
 - Moritz asked why we picked these numbers for the setbacks. Eldridge clarified that they were suggested by our consultant. She also stated that the Planning Commission can adjust the numbers at this time.
 - Neely asked if the setbacks were defined in the Comprehensive Plan. Eldridge replied that they were not. They are only found here in the Building Code.

The Planning Commission decided to amend the setback figures to 8 ft. for any building over 24ft., 7 ft. for building 12 ft – 24ft., and 6 ft. for any building under 12 ft.

- Page 42: Setbacks for C-1, M-1 and M-2 increased to 20ft.
- Page 68: Fixing the Definitions to match state law.
- Page 72: Definition are getting cleaned up and parts not in any section are being removed. Impact studies are adding the term “may require”.
- Page 82: Adjusting to remove limitations.
- Page 84-106: Updating definitions to match code and matrix.
- Jackson **motioned to approve and amend the recommendation to City Council the correction of HMC Titles 18 and 19 based on findings contained in the January 9, 2024 staff report. This motion is based in findings contained in the January 9, 2024 staff report, and on finding made during deliberations on the request, and was seconded by Neely. The Planning Commission then voted unanimously to approve and amend the recommendation to City Council the correction of HMC Titles 18 and 19 based on findings contained in the January 9, 2024 staff report. This motion is based in findings contained in the January 9, 2024 staff report, and on finding made during deliberations on the request.**

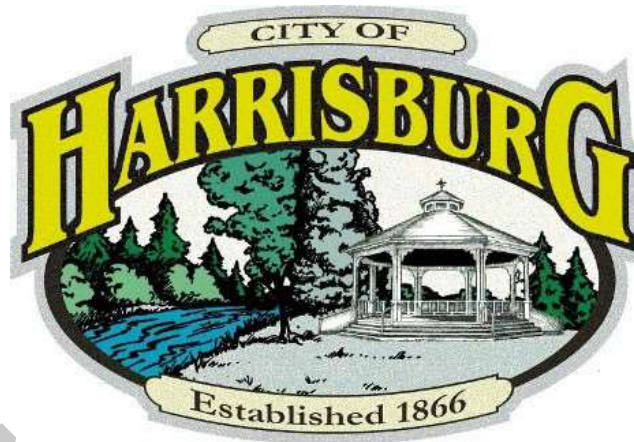
OTHERS

- None.

With no further discussion, the meeting was adjourned at the hour of 8:32 pm.

Chairperson

City Recorder



Planning Commission Meeting Minutes February 20, 2024

Chairperson: Todd Culver, Presiding
 Commissioners Present: Jeremy Moritz, Joe Neely, Susan Jackson, Rhonda Giles, Kurt Kayner, and Kent Wullenwaber
 Staff Present: City Administrator/Planner Michele Eldridge, Finance Officer/Deputy City Recorder Cathy Nelson, and Planning Consultant Zach Galloway
 Meeting Location: Harrisburg Municipal Center located at 354 Smith St.

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

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

PUBLIC HEARING

THE MATTER OF THE PROPOSED PRELIMINARY SUBDIVISION CASTLEBERRY CROSSING AND ADJUSTMENT DIMENSIONAL STANDARDS LOCATED AT 930 SOMMERVILLE LOOP.

Chairperson Todd Culver read aloud the order of proceedings, and noted the procedures for a continuance, and the process to keep the record open.

At the hour of 7:05PM, the Public Hearing was opened.

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

None stated.

There were no rebuttals in relation to Conflicts of Interest, or Ex Parte Contacts.

Culver then read aloud the criteria that were relied upon for this land use hearing and noted additional copies of criteria near the door. He also directed the audience on how they would need to direct testimony towards the applicable criteria, and how an appeal could be made.

STAFF REPORT: Eldridge introduced Zach Galloway the City of Harrisburg's Planning consultant. Galloway provided a brief overview of the subdivision. This property is being split into 53 lots and is

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located south of Sommerville Loop. It is a R1 and R2 zone. There will be 15 lots with single detached homes and 28 lots for townhomes. The developer will be extending 9th Street. Lots 48 and 49 are requesting adjustments.

Eldridge highlighted the following conditions and Criteria:

- Criterion 1 – Met.
- Criterion 2 – Met with Condition 1: Plat name, Condition 2: Infrastructure mutual agreement, and Condition 3: Wetland-related permit.
- Criterion 3 – Met.
- Criterion 4 – Met.
- Criterion 5 – Met.
- Criterion 6 – Met.
- Criterion 7 – Met.
- Criterion 8 – Met with Condition 4: Final site plan showing 50-ft min. driveway approach, and Condition 5: Final site plan showing vision clearing.
- Criterion 9 – Met with Condition 6: landscape plan, and Condition 7: Outdoor lighting plan.
- Criterion 10 – Met.
- Criterion 11 – Met with Condition 8: Extend Sommerville Loop public improvements to the eastern and western extent of the site's property line, Condition 9: Improve Sommerville Loop right-of-way, Condition 10: Removed, Condition 11: Improve Santiam Street and South 9th Street rights-of-way, and Condition 12: Provide street tree planting funds, Condition 13: Provide safe pedestrian crossing.
 - Moritz clarified that Condition 10 was removed to allow for more parking.
- Criterion 12 – Met.
- Criterion 13 – Met.
- Criterion 14 – Met with Condition 14: Provide stormwater management plan.
- Criterion 15 – Met with Condition 15: Underground utilities.
- Criterion 16 – Met with Condition 16: Proposed easements.
- Criterion 17 – Met with Condition 17: Acquire all required permits.
- Criterion 18 – Met with Condition 18: Provide acceptable plan for installation of provided specifications.
- Criterion 19 – Met. Development Consideration 2: Development Agreement applies.
 - Kayner asked how wide the streets were, Eldridge stated they will be 60' on Sommerville Loop.
 - Culver added that the improvements on Sommerville Loop are only on the South side of the street and only where this development touches.
 - Moritz asked if future development will continue on with a 60' street; Eldridge replied that it would.

Staff feels that all requirements are met and recommends approval.

APPLICANTS TESTIMONY: Jennifer Arnold of Hayden Homes gave a brief presentation highlighting the 53-lot subdivision with lots 48 and 49 requesting a normal code adjustment. Driveways will be paired in the R-2 zone. They are proposing townhouses with two (2) in group resembling a duplex.

- Moritz asked if the new code and adoptions took care of the density zone adjustment. Arnold said it did. They will be using the 20% adjustment to get them to the number of desired lots.

Brian Thoreson from Hayden Homes also addressed the Planning Commission concerning the CC&R's. He stated that the owners will have a joint maintenance agreement.

- Neely asked is insurance spelled out the agreement. Eldridge replied that the City does not specify insurance issues.

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- Kayner asked when the projected start date is. Thorsen replied this year and hopefully finished all lots in early 2025.

TESTIMONY IN FAVOR WAS ASKED FOR.

- Bob Bronson of Sommerville Loop asked if the owners would own the dwelling and land. Developer said yes. He also asked about the City stormwater system. Eldridge said the ditch on Sommerville Loop will be completely culverted, and will interact with the detention ponds.

TESTIMONY IN OPPOSITION TESTIMONY WAS ASKED FOR.

- Aaron Smucker of Sommerville Loop stated that he was concerned about the road space, since it was already small. Eldridge clarifies that the street width will remain at 60' wide; and parking will be off the street. The parking area will be increased. Smucker also asked about fencing and if it was going to be completed before construction started. Eldridge replied a fence is in the first phase.

NEUTRAL TESTIMONY WAS ASKED FOR.

- Gordan Moritz of Sommerville Loop asked where the extension of 9th Street was going to join Sommerville Loop. The wall map was shown for clarification.

The public hearing was closed at the hour of 8:19pm.

- Jackson asked how much parking was going to be available for the lots with duplexes. Eldridge referred to page 5 and stated 2 spots onsite per dwelling.
- **Giles motioned to approve the amended Castleberry Crossing preliminary subdivision and associated adjustment, LU No. 455-2024, and LU 456-2024, subject to the conditions of approval contained in the staff report of February 15, 2024. This motion is based on findings contained in the February 15, 2024 staff report, and on findings made during the deliberations on the request and was seconded by Kayner. The Planning Commission then voted unanimously to approve the amended Castleberry Crossing preliminary subdivision and associated adjustment, LU No. 455-2024, and LU 456-2024, subject to the conditions of approval contained in the staff report of February 15, 2024. This motion is based on findings contained in the February 15, 2024 staff report, and on findings made during the deliberations on the request**

OTHERS

- Planning Commission will review a site plan at the next meeting for a 13,000 sq ft warehouse.

With no further discussion, the meeting was adjourned at the hour of 8:32 pm.

Chairperson

City Recorder

**City of Harrisburg
PLANNING COMMISSION**

NOTICE OF DECISION

REQUEST: The applicant requests approval of a proposed Preliminary subdivision plat entitled Castleberry Crossing Subdivision (LU 455-2024 & LU 456-2024) to create a 53-parcel subdivision, with two storm detention tracts.

LOCATION: The subject site is located south side of Sommerville Loop, addressed as 930 Sommerville Loop. It is also known as tax lot 3700 of Linn County Assessor's Map 15S04W15.

HEARING DATE: February 20, 2024

ZONING: R-2 (Medium Density Residential) and R-1 (Single-Family Residential)

APPLICANT: Hayden Homes
Heather Dewolf & Craig Smith
2464 SW Glacier Place, Ste 110
Redmond, OR 97756

OWNER: Izetta Labar M Trust/David Labar
930 Sommerville Loop
Harrisburg, OR 97446

APPEAL DEADLINE: March 4, 2024 12:00pm

DECISION: The Harrisburg Planning Commission conducted a public hearing on February 20, 2024, and voted to approve the request, subject to the attached conditions of approval. The Planning Commission adopted the findings contained in the Staff Report of the February 20, 2024, Planning Commission meeting, and portions of the minutes from the meeting that demonstrate support for the Planning Commission's actions.

APPEALS: People with legal standing to appeal are the applicant or owner of the subject property, and any person who testified orally or in writing during the subject public hearing before the close of the public record. The decision may be appealed by filing a Notice of Appeal with the City Recorder at 120 Smith Street. The

Notice of Appeal should be filed by the Appeal Deadline date listed above. Specific information on the requirements for an appeal or a copy of the complete file of this land use action may be obtained at Harrisburg City Hall. There is a fee of \$1,000.00.

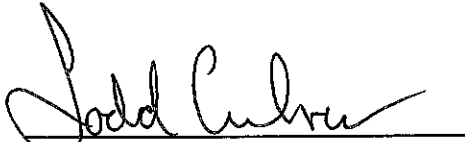
EFFECTIVE DATE: March 4, 2024, after 5:00pm, unless an appeal has been filed with the City Recorder.

EFFECTIVE PERIOD: A Final Plat must be provided to the City within six months after the preliminary subdivision plat is approved.

If the applicant has not submitted the final plat for approval within two years of the approval of the preliminary plat as provided by HMC 19.20.070. The preliminary plat shall lapse if a final plat has not been submitted or other assurance provided, pursuant to HMC 19.20.090 within the two-year period.

MODIFICATIONS & EXTENSIONS:

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


Todd Culver
Planning Commission Chair

RECOMMENDED CONDITIONS OF APPROVAL

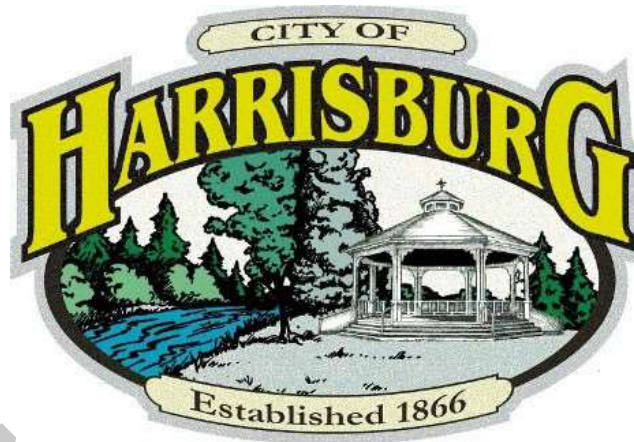
1. The Applicant shall provide to the Linn County surveyor the proposed subdivision plat name to verify the plat name is not already recorded for another subdivision and that it satisfies the provisions of ORS Chapter 92.
2. The Applicant and the City of Harrisburg shall enter into a mutual agreement 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 9th Street, Sommerville Loop & Santiam Street, and Santiam Street & South 9th 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 9th 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.

March 19, 2024



Planning Commission Meeting Minutes

March 19, 2024

Commissioners Present: Susan Jackson, Jeremy Moritz, Joe Neely, and Rhonda Giles
 Absent: Kent Wullenwaber, Kurt Kayner, and Chairperson Todd Culver
 Staff Present: City Administrator/Planner Michele Eldridge, and Finance Officer/Deputy City Recorder Cathy Nelson
 Meeting Location: Harrisburg Municipal Center located at 354 Smith St.

CALL TO ORDER AND ROLL CALL: Order was called at 7:01pm by Vice-Chairperson Jeremy Moritz.

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

PUBLIC HEARING

THE MATTER OF APPROVING A SITE PLAN REQUEST FOR A NEW 13,125 SQ. FT. STRUCTURE FOR HOTTECH INDUSTRIES, LU 457-2024.

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

At the hour of 7:04PM, the Public Hearing was opened.

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

None stated.

There were no rebuttals in relation to Conflicts of Interest, or Ex Parte Contacts.

Moritz then read aloud the criteria that were relied upon for this land use hearing and noted additional copies of criteria near the door. He also directed the audience on how they would need to direct testimony towards the applicable criteria, and how an appeal could be made.

STAFF REPORT: Eldridge gave a summary of the application. Applicant wants to add a 13,125 sq. ft. warehouse for storage. This is permitted outright in the M-2 zone.

Eldridge highlighted the following conditions and Criteria:

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- Criterion 1 – Met with Condition 1: Consistency with plans.
- Criterion 2 – Met with Condition 2: Sidewalks, Condition 3: Screening and Landscaping, and Condition 4: OSSC Building Code Requirement.
- Criterion 3 – Met.
- Criterion 4 – Met with Condition 5: Pedestrian curbing, Condition 6: Landscaping and screening, Condition 7: Screening, Condition 8: Outdoor lighting, and Condition 9: Automobile parking.
- Developmental Concern #1 – Verify depth of current sewer line met with Condition 10: Storm drainage catch basin, Condition 11: Storm drainage grading, erosion and sediment plan, and Condition 12: Sign requirements.
- Criterion 5 – Met.
- Criterion 6 – Met.
- Criterion 7 – Met.
- Developmental Concern #2 – SDC's payable with building permit.
- Developmental Concern #3 – Sewer line charge of needed.

Staff feels that all requirements are met and recommends approval.

APPLICANTS TESTIMONY: Mark Hendricksen stated that they need a permit issued to start manufacturing of the actual building structure. Cheryl Hutchson shared a video presentation of what Hottech manufactures. They started with restoration and moved into improvements. They do not use toxins. They later moved into pest control. Now they are building specific parts for other manufactures.

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

- None given.

The public hearing was closed at the hour of 7:44pm.

- Moritz asked if they only produce their product for commercial use or do they also manufacture for residential. Henricksen said they are 85% commercial.
- **Giles motioned to approve the Hot Tech Industries Site Plan LU 457-2024, subject to the conditions of approval contained in the staff report of March 13, 2024. This motion is based on findings contained in the March 13, 2024 staff report, and on findings made during the deliberations on the request and was seconded by Jackson. The Planning Commission then voted unanimously to approve the Hot Tech Industries Site Plan LU 457-2024, subject to the conditions of approval contained in the staff report of March 13, 2024. This motion is based on findings contained in the March 13, 2024 staff report, and on findings made during the deliberations on the request**

OTHERS

- Hayden Homes has discovered that the underground utilities are more costly than expected. They could go through a zoning change in the R-1 zone. At this point the City does not know what will happen, they could pull out of the subdivision.

With no further discussion, the meeting was adjourned at the hour of 7:59 pm.

Chairperson

City Recorder

**City of Harrisburg
PLANNING COMMISSION**

NOTICE OF DECISION

REQUEST: The applicant requests approval of a site plan for Hot Tech Industries (LU 457-2024) to add a 13,125 sq. ft structure for the purpose of storage and light assembly.

LOCATION: The subject site is located on S. 2nd St., immediately south of the City’s water plant, and addressed as 810 S. 2nd St. It is also known as tax lot 00208 of Linn County Assessor’s Map 15S04W16D.

HEARING DATE: March 19, 2024

ZONING: M-2 (General Industrial)

APPLICANT: Mark Henrickson on behalf of
Hot Tech Industries
120 Oak St.
Oakland, OR 97462
OWNER: Gary & Wanda Jerritt
4018 Coral Root Pl
Anacortes, WA 98221

APPEAL DEADLINE: March 31, 2024 12:00am

DECISION: The Harrisburg Planning Commission conducted a public hearing on March 19, 2024, and voted to approve the request, subject to the attached conditions of approval. The Planning Commission adopted the findings contained in the Staff Report of the March 19, 2024, Planning Commission meeting, and portions of the minutes from the meeting that demonstrate support for the Planning Commission’s actions.

APPEALS: People with legal standing to appeal are the applicant(s) or owner(s) of the subject property, and any person who testified orally or in writing during the subject public hearing before the close of the public record. The decision may be appealed by filing a Notice of Appeal with the City Recorder at 120 Smith Street. The Notice of Appeal should be filed by the Appeal Deadline date listed above. Specific information on the

requirements for an appeal or a copy of the complete file of this land use action may be obtained at Harrisburg City Hall. There is a fee of \$1,000.00.

EFFECTIVE DATE: March 31, after midnight, unless an appeal has been filed with the City Recorder.

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

MODIFICATIONS & EXTENSIONS:

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

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


Jeremy Moritz
Planning Commission Vice-Chair

RECOMMENDED CONDITIONS OF APPROVAL

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

Condition No. 2: Sidewalk: Prior to occupancy being allowed, the location of a minimum 5' wide sidewalk shall be included in the final site plan, so that it connects the public sidewalk with the primary entrance of the existing structure. This sidewalk shall be well marked with paint and be visible to drivers on the property.

Condition No. 3: Screening & Landscaping: Prior to occupancy being allowed, the applicant/owner shall complete the screening on the fence at the front of the property, and shall include adequate landscaping in the landscaped area to provide further screening of this area. The refuse enclosure shall also be fenced as required and shown in the site plan prior to occupancy being allowed.

Condition No. 4: OSSC Building Code Requirements: With the submission of a Building Permit, the applicant/owner shall provide a design that has been approved by a licensed architect, who will confirm that the 15' separation between the existing and new structures meets minimum fire code requirements. The building permit will also require a fire access and water supply information sheet.

Condition No. 5: Pedestrian Curbing: Prior to Occupation being allowed, a curb to define a pedestrian area shall be provided at the north end of the proposed parking area, and the resulting area should be well marked for delivery trucks as well as more frequent traffic provided in the employee parking area. A pedestrian crossing area shall be painted across the driveway marking the area between the parking area and the primary entrance.

Condition No. 6: Landscaping and Screening: Concurrent with the submission of the building permit, the applicant/owner shall provide a revised landscaping plan showing the location of an additional 217 sq. ft. of landscaping, with the location of street trees and plants marked on the plan. If irrigation is proposed, the owner should also provide this information, and a back flow device will be required at the time of installation.

Condition No. 7: Screening: Prior to Occupancy of the new structure, screening of the fence must be provided. If the property applicant/owner wishes to install a taller 7' fence behind the 5' landscaping buffer, then the plans for such, as well as material used shall be shown on the landscaping or final site plan.

Condition No. 8: Outdoor Lighting: Concurrent with the submission of a building permit, the applicant/owner shall provide the city with specifications or drawings of the proposed outdoor lighting that meets the requirements of HMC 18.75.050.

Condition No. 9: Automobile Parking: Prior to occupancy of the new structure, the applicant shall supply the City with a final parking plan to scale, that shows where the drainage of the lot shall be directed. They will also show what kind of wheel stop, perimeter curbing, bollards, or other edging that they are planning on installing. Before occupancy, the parking and pedestrian walkway must be paved, the lot must be striped and marked, and whatever is planned to stop vehicles from intruding into the walkway must also be installed.

Condition No. 10: Storm Drainage: Concurrent with the submission of the Building Permit, the applicant/owner shall show the location of the new catch basins on the site plan. The applicant/owner must replace the 125' of storm line on the south side of the proposed structure if it is not suitable for being located under a building.

Condition No. 11: Storm Drainage/HMC 13.30.080: With the submission of the building permit, a preliminary grading, erosion, and sediment control plan shall be provided, and approved by the PW Director prior to issuance of the building permit.

Condition No. 12 – Sign Requirements: Concurrently, and included on the Building Permit, the applicant/owner shall include specifications for the proposed signs. Signs must have letters that are legible from the nearest public right of way, and display the business name and address.

DEVELOPMENT CONCERNS

DEVELOPMENT CONCERN NO. 1: Applicant/Owners should verify the depth of the current sewer line before connecting the new sewer line in order to make sure it's not too shallow to allow gravity to work correctly with their sewer system flow.

DEVELOPMENT CONCERN NO. 2: SDC'S for the new structure shall be due and payable at the time the building permit is paid for.

DEVELOPMENT CONCERN NO. 3: If a new sewer line is required due to the elevation of the existing sewer line, requiring a new sewer line tap, then a connection fee of \$225 will be due and payable at the time the building permit is paid for.

Staff Report
Harrisburg Planning Commission
Harrisburg, Oregon

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

STAFF REPORT EXHIBITS:

Exhibit A: Application Packet

Exhibit B: Testimony Received – Harrisburg Fire/Rescue District

ACTION: MOTION TO APPROVE, APPROVE WITH AMENDMENTS, OR DENY THE APPLICATION FOR A RV STORAGE FACILITY SITE PLAN LU 458-2024, SUBJECT TO THE CONDITIONS OF APPROVAL CONTAINED IN THE JUNE 10, 2024 STAFF REPORT. THIS MOTION IS BASED ON FINDINGS CONTAINED IN THE JUNE 10, 2024 STAFF REPORT AND ON FINDINGS MADE DURING DELIBERATIONS ON THE REQUEST.

APPLICANT: Vincent Ferris

LOCATION: 1070 S. 6th St., 15S04W16D 00213

HEARING DATE: June 18, 2024

ZONING: M-1 Limited Industrial & M-2 General Industrial

OWNER: Vincent Ferris/VFC Holdings LLC

BACKGROUND:

The applicant has two existing, approved site plans for this property. The first approved the original 7,200 sq. ft. structure that would be the main office and warehouse structure, along with a secondary vehicle storage structure. They started with the secondary structure, which was allowed to be 56% larger than approved, (at 4,896 sq. ft.) because it was located behind the primary storage building, didn't increase parking or number of employees using the facility, and more importantly, allowed for more storage of equipment and vehicles, which were previously in plain sight of the road. The applicant has completed many of the previous requirements, such as initial landscaping, paving the driveway area, installation of a fence, and other infrastructure work. This included the storm water plan for the initial site plan, the completion of a DEQ 1200-C report, and the extension of water and sewer lines.

The applicant since brought a new site plan to the Planning Commission, which was approved in September 2023. This structure was reviewed under the new development code. It included large bays, each with their own bathroom for contractors, plus an office and storage area for the office, and a 2,448 sq. ft. residential structure, allowed as part of a mixed-use development. The approved structure must be built within an 18-month period; the applicant hasn't yet submitted their plans because they are having difficulty finding an architect to sign off on the structural plans, as this is required by Oregon State Building Code.

At that meeting in September, the applicant brought up that they also wanted to add a site plan for a RV Storage Site. However, no plans had been submitted that showed the design of the plan, as required by Harrisburg Development Code.

The application now being considered is the site plan for a RV Storage Facility, on the remainder of the lot surrounding and beside the larger building, and the smaller vehicle storage structure located further west of the larger building.

INTRODUCTION

The applicant is proposing to build a 60 space RV Storage Facility on the remaining unused portion of this 3.05 acres property. Most of the property is zoned M-1, limited industrial, and a small area in the far west corner is M-2, general industrial. Self-service storage is allowed as a permitted, outright use allowed in the M-1 and M-2 zones; this design is certainly compatible with the other RV Storage Facility located directly to the west of the storage structures. The applicant states that he will allow trailers, RV's, Boat and Camper Storage in this RV Storage Park.

Access to the property remains the same, and utilizes the existing driveway. The design includes a circle driveway, which will allow a clockwise pattern access to RV parking spots that are all a uniform 12' x 30' long. Each spot has been marked on the site plan to scale, and includes a wheel stop.

The applicant has a parking area that will be paved that serves the proposed larger building, and there is separate parking for the residents of the home. There is further vehicle storage, and parking areas behind and alongside both structures for employees and construction vehicles. The existing storage structure, and the area behind it will be used for the equipment and materials that are needed for the construction business.

CRITERIA AND FINDINGS OF FACT

HMC 19.15.050 Site Plan Approval Criteria.

An application for site design review shall be approved if the proposal meets all of the following criteria. The Harrisburg Planning Commission, in approving the application, may

impose reasonable conditions of approval, consistent with the applicable criteria contained herein.

1. Site Plan Criterion: 19.15.050(1) *The application is complete, in accordance with HMC 19.15.040;*

DISCUSSION: The planner believes that the application is complete, as shown in **Exhibit A**, and meets the requirements of the Harrisburg Municipal Code (HMC). There are no architectural drawings required, as no further structures are proposed for the RV Storage area. The proposed and existing utility services are shown on the property, and the 1200-C permit, plus required grading to serve the proposed stormwater swale/storm facility have already been provided. The site plan shows where the parking spaces are located, and shows which parts of the property will be paved, and which will remain permeable in nature.

The storage facility should not generate a high number of daily trips, and along with the construction vehicles that enter and leave the property, shouldn't exceed the traffic volume generation of 300 average daily trips or more, and therefore do not require a traffic impact analysis plan to be provided. Other elements of the site plan drawing, such as further landscaping plans, can be conditioned.

FINDING: The applicant has provisionally met the application submission requirements. This criterion has been met.

2. Site Plan Criterion HMC 19.15.050(2): *The application complies with all of the applicable provisions of Chapters 18.45 and 18.55 HMC, including, but not limited to, building and yard setbacks, lot area and dimensions, density and floor area, lot coverage, building height, building orientation, architecture, and other applicable standards;*

ZONING DISTRICT REGULATIONS:

HMC Design Standard 18.65.040 Nonresidential Buildings

1. Purpose. *The following requirements are intended to create and maintain a built environment that is conducive to walking; reduces dependency on the automobile for short trips; provides natural surveillance of public spaces; and maintains the historic integrity/architectural character of the community.*

2. Applicability. *All residential buildings in the R-1, R-2, and R-3 zones shall comply, respectively, with the requirements of this code.*

3. Building Orientation. *The following standards apply to new buildings and building additions that are subject to site design review. The City Planning Commission may approve adjustments to the standards as part of a site design review approval, pursuant to Chapters 19.15 and 19.40 HMC.*

a. Except as provided in subsections (3)(e) and (f) of this subsection, all buildings shall have at least one primary entrance (i.e., tenant entrance, lobby entrance, breezeway entrance, or courtyard entrance) facing an abutting street (i.e., within 45 degrees of parallel to the street property line); or if the building entrance must be turned more than 45 degrees from the street (i.e., front door is on a side or rear elevation) due to the configuration of the site or similar constraints, a paved pedestrian walkway must connect the primary entrance to the sidewalk in conformance with HMC [18.70.030](#).

b. Off-street parking, trash storage facilities, and ground-level utilities (e.g., utility vaults), and similar obstructions shall not be placed between building entrances and the street(s) to which they are oriented. To the extent practicable, such facilities shall be oriented internally to the block and accessed by alleys or driveways or screened from view by any abutting street, sidewalk, or fencing.

c. Off-street parking shall be oriented internally to the site to the extent practicable and shall meet the access and circulation requirements of Chapter [18.70](#) HMC, the landscape and screening requirements of Chapter [18.75](#) HMC, and the parking and loading requirements of Chapter [18.80](#) HMC.

d. Where a development contains multiple buildings and there is insufficient street frontage to meet the above building orientation standards for all buildings on the subject site, a building’s primary entrance may orient to plaza, courtyard, or similar pedestrian space containing pedestrian amenities and meeting the requirements under Chapter [18.65](#) HMC, subject to site design review application and approval. When oriented this way, the primary entrance(s), plaza, or courtyard shall be connected to the street by a paved or hardscape pedestrian walkway conforming to HMC [18.70.030](#).

DISCUSSION: There are no structures proposed with this site plan, and therefore, no setbacks that apply to structures. Otherwise, there would have been a 15’ front, and side setback in the M-1 zone. There is no minimum lot area required for the M-1 or M-2 zone. This area is not adjacent to any residentially zoned lots, other than the allowed residential use that is part of the mixed-use dwelling planned on the property. The lot coverage is a generous 90% allowed in both the M-1 and M-2 zones. With the proposed 12,096 sq. ft. of already approved structures, there is only 9.1% coverage at this time. There is a 10% landscaping requirement for the M-1 zone, which will be addressed further in the design section in this report. As there are no further structures planned for this RV Storage Area, there are no orientation or design plans to consider, and there are no overlay zones in this part of Harrisburg.

FINDING: As proposed, this use of the property complies with all of the applicable provision of Chapters 18.45 and 18.55 HMC. This criteria has been met.

HMC Design Standard 18.65.040(3) Building Orientation and Design

3. Primary Entrances and Windows. The following standards apply to new buildings and building additions that are subject to site design review. The Planning Commission may approve adjustments to the standards as part of a site design review approval, pursuant to Chapters [19.15](#) and [19.40](#) HMC.

a. Pedestrian Entrances. Ground-level entrances oriented to a street shall be at least partly transparent for natural surveillance and to encourage an inviting and successful business environment. This standard may be met by providing a door with a window(s), a transom window above the door, or sidelights beside the door. Where ATMs or other kiosks are proposed on any street-facing elevation, they shall be visible

from the street for security and have a canopy, awning, or other weather protection shelter.

b. Corner Entrances. Buildings on corner lots are encouraged to have corner entrances. Where a corner entrance is not provided, the building plan shall provide an architectural element or detailing (e.g., tower, beveled corner, art, special trim, etc.) that accentuates the corner location.

c. Street Level Entrances. All primary building entrances shall open to the sidewalk and shall conform to Americans with Disabilities Act (ADA) requirements, as applicable. Primary entrances above or below grade may be allowed where ADA accessibility is provided.

d. Windows – General. Except as approved for parking structures or accessory structures, the front/street-facing elevations of buildings shall provide display windows, windowed doors, and, where applicable, transom windows to express a storefront character.

e. Side and Rear Elevation Windows. All side and rear elevations, except for zero-lot line or common wall elevations, where windows are not required, shall provide not less than 30 percent transparency.

f. Window Exceptions. The City Planning Commission may approve an exception to the above standards where existing topography or building function makes compliance impractical. Where an exception to the window transparency requirement is made for parking garages or similar structures, the building design must incorporate openings or other detailing that resembles the window patterns (rhythm and scale).

DISCUSSION: There are no structures proposed with this RV Storage Facility, other than those already allowed in previous site plan approvals.

FINDING: As proposed, this criterion is met.

3. Site Plan Criterion HMC 19.15.050(3): *The proposal includes required upgrades, if any, to existing development that does not comply with the applicable land use district standards, pursuant to Chapter [18.25](#) HMC.*

DISCUSSION: The applicant has met most the requirements of their past site plan approvals at this time, and the City recently updated the development code to remove the requirement for industrial properties to pave areas used for parking or maneuvering vehicles. This only applies to areas that are within 200 feet of a residence or residentially zoned property, or within 50 feet of commercially zoned property, or a public street. The paving of the parking lot with the larger structure is due after that structure is built. Therefore, there are no further development requirements that apply to this property once the existing conditions for prior approvals are met.

FINDING: As discussed, this criterion has been met.

4. Site Plan Criterion HMC 19.15.050(4): *The proposal complies with all of the development and design standards, as applicable, including, but not limited to:*
a. Chapter [18.70](#) HMC, Access and Circulation;
b. Chapter [18.75](#) HMC, Landscaping, Fences and Walls, Outdoor Lighting;
c. Chapter [18.80](#) HMC, Parking and Loading; and
d. Chapter [18.85](#) HMC, Public Facilities

HMC Development & Design Standard 18.70.020 Applicability.

This chapter applies to new development or changes in land use necessitating a new or modified street or highway connection. Except where the standards of a roadway authority other than the City supersede City standards, this chapter applies to all connections to a street or highway, and to driveways and walkways. The City Administrator, through a Type II procedure, or Planning Commission, through a Type III procedure, may grant adjustments to Chapter [18.65 HMC](#), pursuant to the criteria of Chapter [19.40 HMC](#), Adjustments and Variances. This chapter also applies to internal circulation requirements for all projects subject to the site plan review process. [Ord. 987 § 1 (Exh. A), 2022.]

HMC Development & Design Standard 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 until such time as the City adopts a revised 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.*

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.*

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.*
- (2) Public or private driveways serving as the sole vehicle access to one or two homes and/or less than 150 feet shall have a paved driving surface of at least 25 feet, with an unobstructed width of 20 feet, and a turning radius of not less than 28 feet and a turnaround radius of at least 48 feet, as measured from the same center point.*
- (3) These requirements are subject to amendments by the Oregon Fire Code Application Guide and upon mutual agreement of the City Engineer and local Fire Marshal or their authorized representatives.*
- e. The City Engineer may limit the number or location of connections to a street, or limit directional travel at an approach to one-way, right-turn only, or other restrictions, where the roadway authority requires mitigation to alleviate safety or traffic operations concerns.*

- f. Where the spacing standards of the roadway authority limit the number or location of connections to a street or highway, the City Engineer or authorized City representative may require that a driveway extend to one or more edges of a parcel and be designed to allow for future extension and inter-parcel circulation as adjacent properties develop. The City Engineer or authorized City representative may also require the owner(s) of the subject site to record an access easement for future joint use of the approach and driveway as the adjacent property(ies) develop(s).**
- 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.**
- h. As applicable, approaches and driveways shall be designed and constructed to accommodate truck/trailer turning movements.**
- i. Driveways shall accommodate all projected vehicular traffic on site without vehicles stacking or backing up onto a street.**
- j. Driveways shall be designed so that vehicle areas, including, but not limited to, drive-up and drive-through facilities and vehicle storage and service areas, do not obstruct any public right-of-way.**
- k. Approaches and driveways shall not be wider than necessary to safely accommodate projected peak hour trips and turning movements and shall be designed to minimize crossing distances for pedestrians.**
- l. As it deems necessary for pedestrian safety, the City Engineer or authorized representative, in consultation with the roadway authority, as applicable, may require that traffic-calming features, such as speed tables, textured driveway surfaces (e.g., pavers or similar devices), curb extensions, signage or traffic control devices, or other features, be installed on or in the vicinity of a site as a condition of development approval.**
- m. Construction of approaches along acceleration or deceleration lanes, and along tapered (reduced width) portions of a roadway, shall be avoided; except where no reasonable alternative exists, and the approach does not create safety or traffic operations concern.**
- n. Approaches and driveways shall be located and designed to allow for safe maneuvering in and around loading areas, while avoiding conflicts with pedestrians, parking, landscaping, and buildings.**
- o. Where sidewalks or walkways occur adjacent to a roadway, driveway aprons constructed of concrete shall be installed between the driveway and roadway edge. The roadway authority may require the driveway apron be installed outside the required sidewalk or walkway surface, consistent with Americans with Disabilities Act (ADA) requirements, and to manage surface water runoff and protect the roadway surface.**
- p. Where an accessible route is required pursuant to ADA, approaches and driveways shall meet accessibility requirements where they coincide with an accessible route.**
- q. The City Engineer or authorized representative may require changes to the proposed configuration and design of an approach, including the number of drive aisles or lanes, surfacing, traffic-calming features, allowable turning movements, and other changes or mitigation, to ensure traffic safety and operations.**
- r. Where a new approach onto a State highway or a change of use adjacent to a State highway requires ODOT approval, the applicant is responsible for obtaining ODOT approval. The City Engineer may approve a development conditionally, requiring the applicant first obtain required ODOT permit(s) before commencing development, in which case the City will work cooperatively with the applicant and ODOT to avoid unnecessary delays.**
- s. Where an approach or driveway crosses a drainage ditch, canal, railroad, or other feature that is under the jurisdiction of another agency, the applicant is responsible for obtaining all required approvals and permits from that agency prior to commencing development.**
- t. Where a proposed driveway crosses a culvert or drainage ditch, the City Engineer or authorized representative may require the developer to install a culvert extending under and beyond the edges of the driveway on both sides of it, pursuant to applicable public works design standards.**

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

5. Internal, on-site circulation of cars and persons on development in excess of 40,000 square feet or one and one-half acres shall conform to the following standards:

- a. Driveway egress and/or ingress shall not impede the unrestricted access of pedestrians to the primary building.*
- b. At least one curbed pedestrian walkway shall connect the parking lot to the primary structure.*
- c. The development site parking plan will allow sufficient vehicle turning radius and parking lot spaces to accommodate large, four-wheel drive personal pickups and SUVs as determined by the City Engineer.*
- d. The development site parking plan will allow sufficient, dedicated area(s) to allow large truck loading and unloading zone(s) that do(es) not interfere with passenger vehicle or pedestrian circulation.*

6. Approach Separation from Street Intersections. Except as provided by subsection (8) of this section, the following minimum distances shall be maintained between approaches and street intersections, where distance is measured from the edge of an approach surface to the edge of the roadway at its ultimate designated width:

- a. On an arterial street: 100 feet, except as required by ODOT, pursuant to Oregon Administrative Rule (OAR) 734-051, for State highways.*
- b. On a collector street: 50 feet.*
- c. On a local street: 20 feet.*
- d. Where existing conditions and easements limit separation distances, the City Engineer may grant reductions of up to 25 percent.*

7. Approach Spacing. Except as provided by subsection (8) of this section or as required to maintain street operations and safety, the following minimum distances shall be maintained between approaches, where distance is measured from the edge of one approach to the edge of another:

- a. On an arterial street: 150 to 250 feet based on speed limit or posted speed, as applicable, except as otherwise required by ODOT for a State highway, pursuant to Oregon Administrative Rules (OAR) 734-051.*
- b. On a collector street: 50 to 100 feet.*
- c. On a local street: 20 feet, or the City Engineer or authorized representative may approve closer spacing where necessary to provide for on-street parking (e.g., between paired approaches).*

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 lot has been approved for two prior site plans. The existing access drive is adequate, at 30' wide to accommodate the types of RV's, and trucks, as well as construction equipment that is utilized in the trade. The City agrees with the applicants opinion that the trip end units for the employees in the business, and the secondary use of a RV Storage business will not exceed the 300 daily trips threshold, and therefore, will not be required to obtain a traffic impact analysis report. There is only one access point,

which is good, as 6th street is classified as a collector street. This classification requires lower access points.

The driveway and approach are designed and constructed to accommodate truck/trailer turning movements; the longest length of any of the RV allowed will be 30', due to the limitations of the spaces designed and shown in this site plan. The driveway beyond the current 50' that is paved must be designed to withhold a 75,000 lb. emergency vehicle. **(Condition No. 2)** There is one shared area inside the site plan in the area that is marked as parking, in between the larger storage building, and the smaller one to the west. The applicant must mark the parking areas in here, to make sure that construction vehicles and those from the storage building don't interfere with the main driveway. **(Condition No. 3)** The applicant shows only one pattern of traffic. The last 272' section of driveway near the approach is the only section that should have two-way traffic. For safety purposes, and to prevent confusion in the use of the parking area, the outlines of the driveway shall be marked, and the applicant will be required to mark the directional pattern inside the main site area. **(Condition No. 4)**

The on-site circulation pattern for vehicles does exceed the one and one-half acres requirement, but the driveway access and circulation pattern will not include, or impact the proposed parking lot in front of the proposed storage building, nor does it impede the ADA parking at this location. The main loading area proposed for the construction business is located behind the existing covered storage building. This will not interfere with traffic, or with pedestrians, and should be sufficient for additional construction materials when needed. There are no adjacent driveways to this property; the closest is 408' to the south, and to the north, it's 530' away from the other RV Storage facility.

Condition No. 2: Driveway Requirements: ASAP – but prior to the issuance of any other building permits for this property, the driveway improvements must be made. Some of the parking spaces are already being utilized for RV's inside the fenced area; the Harrisburg Fire/Rescue District will need to have access without any problems to their vehicles and equipment if any adjacent wildfire or field threatens the business, or nearby farmed properties.

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

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

FINDING: The plan for the driveway is acceptable, and to meet fire code requirements, both Condition No. 2 and No. 4 need to be completed ASAP.

Condition No. 3 shall be completed after construction of the new storage building. As conditioned in Conditions No. 2, No. 3 and No. 4, this criterion is met.

HMC Development & Design Standard 18.75 Landscaping, Fences and Walls, Outdoor Lighting

18.75.020 Applicability.

1. HMC [18.75.030](#) establishes design standards for landscaping and screening. Projects requiring site design review or land division approval shall meet the applicable landscape standards, including the standards in Tables 18.45.040.4 and 18.45.040.5 and any special use requirements under Chapter [18.55](#) HMC, and the requirements of this chapter. Property owners are required to maintain landscaping and screening pursuant to HMC [18.75.030\(7\)](#).

18.75.030 Landscaping and screening.

1. **General Landscape Standard.** All portions of a lot not otherwise developed with buildings, accessory structures, vehicle maneuvering areas, or parking shall be landscaped as required by Table 18.45.040.5. All developments requiring site plan review, subdivisions, or partitions shall include a formal landscape plan as part of their application.

2. **Minimum Landscape Area.** All lots shall conform to the minimum landscape area standards of the applicable zoning district, as contained in Tables 18.45.040.4 and 18.45.040.5. The City Administrator, consistent with the purposes in HMC [18.75.010](#), may allow credit toward the minimum landscape area for existing vegetation that is retained in the development. The City Administrator may apply landscaping credits for features such as patios, large rocks, barked or mulched areas, decorative concrete, etc.

3. **Plant Selection.** A combination of deciduous and evergreen trees, shrubs, and ground covers shall be used for all planted areas, the selection of which shall be based on local climate, exposure, water availability, and drainage conditions, among other factors. When new vegetation is planted, soils shall be amended, and necessary irrigation shall be provided to allow for healthy plant growth. The selection of plants shall be based on all of the following standards and guidelines:

- a. Use plants that are appropriate to the local climate, exposure, and water availability. The presence of utilities and drainage conditions shall also be considered. The City may rely on Oregon State University Extension Service bulletins or other expert sources in evaluating landscape plans. Plant species, size, and location shall be included on the landscape plan.
- b. Plant species that do not require irrigation once established (naturalized) are preferred over species that require regular irrigation.
- c. Trees shall be healthy and disease free and not less than two-inch caliper for street trees and one and one-half-inch caliper for other trees at the time of planting (measured six inches above ground level). Trees to be planted under or near power lines shall be selected so as to not conflict with power lines at maturity. Street trees must be selected from the City’s approved list.
- d. Shrubs shall be planted from five-gallon containers, minimum, where they are for required screens or buffers, and two-gallon containers minimum elsewhere.
- e. Shrubs shall be spaced in order to provide the intended screen or canopy cover within two years of planting.
- f. All landscape areas, whether required or not, that are not planted with trees and shrubs or covered with allowable nonplant material, shall have ground cover plants that are sized and spaced to achieve plant coverage of not less than 75 percent at maturity. The City Administrator may reduce this standard by one-half where a project proposal includes preserving a heritage tree.
- g. Bark dust, chips, aggregate, rocks, or other nonplant ground covers may be used, but shall cover not more than 40 percent of any landscape area.

- h. Where storm water retention or detention, or water quality treatment facilities are proposed, they shall be planted with water-tolerant species and may be counted toward meeting the landscaping requirement.*
- i. Existing mature trees that can thrive in a developed area and that do not conflict with other provisions of this code shall be retained where specimens are in good health, have desirable aesthetic characteristics, and do not present a hazard.*
- j. Evergreen plants shall be used where a sight-obscuring landscape screen is required.*
- k. Deciduous trees should be used where summer shade and winter sunlight are desirable.*
- l. Landscape plans shall provide for both temporary and permanent erosion control measures, which shall include plantings where cuts or fills, including berms, swales, storm water detention facilities, and similar grading, is proposed.*
- m. When new vegetation is planted, soils shall be amended, and irrigation provided until the plants are naturalized and able to grow on their own.*

DISCUSSION: Most of the property is located in the M-1 zone, where landscaping is required for 10% of the property. The applicant lists 11,118 sq. ft. of landscaping as a buffer in the front of the property. However, the buffer is only 20' wide, rather than the 25' width noted. Therefore, this only accounts for 9,720 sq. ft. of landscaping. There is an additional 350' sq. ft. on the south side of the proposed new structure, and 2,591 sq. ft. in the northeast corner. The resultant 12,661 sq. ft. almost meets the requirement of 13,285.8 sq. ft.; 625 sq. ft. will need to be added to the site plan. Prior to occupation of the new structure planned for this site, the applicant shall be required to provide a landscape plan showing a mix of shrubs, trees, and plant types planned for the northeast corner, and adjacent to the new storage building; an additional 625 sq. ft. of landscaping can be included elsewhere on the site. In addition, landscaping elements for parking lots over 5,000 sq ft were removed, with the exception of the requirement of one tree for every 15 parking spaces on average, which shall be planted over and around the parking area. This remained in the design code as it is a requirement of the City meeting DEQ standards. The landscape plan shall show the location of 4 trees to be spaced throughout the RV Storage parking area. Prior to occupation of the new structure planned for the site, the applicant shall show the locations of the trees on the site plan. Trees and landscaping plans (**Condition No. 5**) shall be provided prior to occupation of the new structure but are allowed to be planted in the fall or early winter, when they are better able to survive. Wheel stops are planned on all the parking spaces, but if a tree is in the open, then there should be a physical barrier on the edge of the vehicle maneuvering areas near each tree to protect them from damage. The types of barriers shall be shown on the landscaping plans, along with the locations of the 4 trees. The applicant is welcome to plant more than 4 trees if desired. Tree's may account for an additional 4 sq. ft. of landscaping surface each.

Screening is not required inside the RV Storage area, and the applicant has already employed vegetative screening on the east street side of the property. This will provide minimization of vehicle headlights shining towards Springbrook Mobile Home Park. If the applicant decides to keep materials such as dirt, stone, landscape pavers, or bark, then this area should be kept behind the smaller storage structure, and it should be screened from the view of S. 6th St. on the southern side of that area. This is a **development concern**, as the applicant may not decide to store these materials on the site plan.

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

FINDING: As discussed and conditioned above, the applicant has met the criteria.

HMC [18.75.040](#) Fences and Walls - establishes design standards for when a fence or a wall not attached to a building is to be erected, extended, or otherwise altered. It also applies to situations where this code requires screening or buffering (e.g., outdoor or unenclosed storage uses). The standards of HMC [18.75.040](#) supplement the development standards in Tables [18.45.040.4](#) and [18.45.040.5](#) and any applicable special use requirements under Chapter [18.55](#) HMC.

18.75.050 Outdoor lighting.

- 1. Purpose.** *This section contains regulations requiring adequate levels of outdoor lighting while minimizing negative impacts of light pollution.*
- 2. Applicability.** *All outdoor lighting shall comply with the standards of this section.*
- 3. Standards.**
 - a. Light poles, except as required by a roadway authority or public safety agency, shall not exceed a height of 20 feet. Pedestal or bollard-style lighting is the preferred method illuminating walkways. This limitation does not apply to flag poles, utility poles, and streetlights.*
 - b. Where a light standard is placed over a sidewalk or walkway, a minimum vertical clearance of eight feet shall be maintained.*
 - c. Outdoor lighting levels shall be subject to review and approval as part of the site design review, subdivisions, or a Type II commercial or industrial application. Lighting levels shall be sufficient to provide for pedestrian safety, property or business identification, and crime prevention. (See also the City of Harrisburg Sign Code, Chapter [18.90](#) HMC.)*
 - d. Except as provided for up-lighting of flags and permitted building-mounted signs, all outdoor light fixtures shall be directed downward, and have full cutoff and full shielding to preserve views of the night sky and to minimize excessive light spillover onto adjacent properties.*
 - e. Lighting shall be installed where it will not obstruct public ways, driveways, or walkways.*
 - f. Where a light standard is placed within a walkway, an unobstructed pedestrian through zone not less than 36 inches wide shall be maintained.*
 - g. Lighting subject to this section shall consist of materials approved for outdoor use and shall be installed according to the manufacturer's specifications.*

DISCUSSION: The applicant proposes 2 outdoor lights to be placed in two different locations on the site plan. One is located in the northeastern area of the site plan, and another behind the secondary/smaller storage structure. Both lights will be kept at 20' tall. A 3rd light is mentioned in the narrative, but is not shown on the site plan. The City doesn't have true lighting standards, allowing for flexibility, as the applicants are told to provide lighting levels shall be sufficient to provide for pedestrian safety, property or

business identification, and crime prevention. The proposed lights matches the ones on the buildings, and are downlights; a picture of them are in the application. The Planning Commission has the ability to alter any section of the applicant's plan, and therefore can ask for additional lighting, or can require that a 3rd light be shown on the site plan. If they do, a Condition can be added to the Conditions of Approval based on their decision.

FINDINGS: As discussed in relation to the Outdoor Lighting Standards in HMC 18.75, this criterion has been met.

HMC Development & Design Standard 18.80 Parking and Loading:

HMC 18.80.020 Applicability and general regulations.

- 1. Where the Regulations Apply. The regulations of this chapter apply to all parking areas in all zones, at all times, whether a parking area is required by this code or created for the convenience of property owners or users.*
- 2. Occupancy. All required parking areas must be developed in accordance with the requirements of this code prior to occupancy of any structure on the subject site. Where landscaping, screening or other improvements are required pursuant to this code, all such improvements must be installed and approved by the City Administrator prior to occupancy.*

Criteria 3, 4, 5, and 6 are in relation to options that don't apply to this use of the property, are already available, the proximity of parking lot to use, and the improvement of parking areas in relation to street parking. None are applicable to this proposed land use.

18.80.030 Automobile parking.

- 1. Minimum Number of Off-Street Automobile Parking Spaces. Except as provided by this subsection, or as required for Americans with Disabilities Act compliance under subsection (6) of this section, off-street parking shall be provided pursuant to one of the following three standards:*
 - a. Standards in Table 18.80.030.1;*
 - b. A standard from Table 18.80.030.1 for a use that the City Administrator determines is similar to the proposed use; or*
 - c. Subsection (2) of this section, Exceptions and Reductions to Off-Street Parking, which includes a parking demand analysis option.*

Industrial Categories	
Industrial service	<i>One space per 1,000 square feet of floor area</i>
Manufacturing and production	<i>One space per 1,000 square feet of floor area; or as required by conditional use permit review (Chapter 19.25 HMC)</i>
Warehouse and freight movement	<i>One-half space per 1,000 square feet of floor area; or as required by conditional use permit review (Chapter 19.25 HMC)</i>
Waste-related	<i>Per conditional use permit review (Chapter 19.25 HMC)</i>
Wholesale sales, e.g., building materials, heavy equipment, agricultural supplies, etc.	<i>One space per 750 square feet</i>

(2 & 3 purposely removed)

4. Parking Stall Design and Minimum Dimensions. Where a new off-street parking area is proposed, or an existing off-street parking area is proposed for expansion, the entire parking area shall be improved in conformance with this code. At a minimum, except as provided in subsection (4)(a) of this section, parking spaces and drive aisles shall be paved with asphalt, concrete, or other City-approved materials, provided the Americans with Disabilities Act requirements are met, and shall conform to the minimum dimensions in Table 18.80.030.5 and the figures below.

a. In M-1 and M-2 Industrial zones, all areas for parking or maneuvering vehicles that are within 200 feet of a residence or residentially zoned property, or within 50 feet of commercially zoned property, or a public street, shall be hard surfaced.

b. All off-street parking areas shall contain wheel stops, perimeter curbing, bollards, or other edging as required to prevent vehicles from damaging buildings or encroaching into walkways, landscapes, or the public right-of-way. Parking areas shall also provide for surface water management, pursuant to HMC [18.85.050](#).

Table 18.80.030.5 – Parking Area Minimum Dimensions*

PARKING ANGLE < °	CURB LENGTH	STALL DEPTH		AISLE WIDTH		BAY WIDTH		STRIPE LENGTH
		SINGLE D1	DOUBLE D2	ONE-WAY A1	TWO-WAY A2	ONE-WAY B1	TWO-WAY B2	
90°	8' 6"	18'	36'	23'	23'	59'	59'	18'
60°	10'	20'	40'	17'	18'	57'	58'	23'
45°	12'	18' 6"	37'	13'	18'	50'	55'	26' 6"
30°	17'	16' 6"	33'	12'	18'	45'	51'	32' 8"
0°	22'	8' 6"	17'	12'	18'	29'	35'	8' 6"

* See also Chapter [18.65](#) HMC, Building Orientation and Design, for parking location requirements for some types of development; Chapter [18.70](#) HMC, Access and Circulation, for driveway standards; and Chapter [18.75](#) HMC for requirements related to landscaping, screening, fences, walls, and outdoor lighting.

6. Americans with Disabilities Act (ADA). Parking shall be provided consistent with ADA requirements, including, but not limited to, the minimum number of spaces for automobiles, van-accessible spaces, location of spaces relative to building entrances, accessible routes between parking areas and building entrances, identification signs, lighting, and other design and construction requirements.

7. Electric Charging Stations. Charging stations for electric vehicles are allowed as an accessory use to parking areas developed in conformance with this code, provided the charging station complies with applicable building codes and any applicable State or Federal requirements. Charging stations are considered accessory to a permitted use and are not considered a quick vehicle service use where such parking comprises less than 10 percent of all on-site parking. Electric charging stations shall count toward meeting parking requirements. [Ord. 1000 § 2 (Exh. B), 2023; Ord. 987 § 1 (Exh. A), 2022.]

DISCUSSION: The applicant is proposing a RV Storage Facility, with no structures, other than the two structures that have been previously approved. The parking for the main facility meets the minimum standards; including the provision of an ADA space, that meets the requirements of the code intended to protect pedestrians. The applicant plans on paving this area. There are additional parking spaces behind the building, intended for the occupant of the home on the 2nd story floor. There are no guidelines applying to the number of parking spaces required in the Harrisburg Municipal Code for a RV Storage Facility, and therefore, it's up to the applicant to create a design that meets the standards. Table 18.80.020.5, shown above in this staff report,

provides the standards for aisle width, parking angles, and stall depths. With a circular design, it's hard to determine the length and angle of the spaces; therefore, we look at the standard that's hardest to meet. In this case, it would be a minimum 20' of depth, with the aisle being 23'. Technically, the 30' width of the driveway is actually sufficient for two-way travel in this RV Storage park. The parking spaces are all 12' x 30', and contain wheel stops as required by HMC 18.80.030(4)(a). The applicant exceeds all the minimum dimensions in the HMC. All parking spaces must be painted on the gravel surface. This is required ASAP, as there are already RV's present on the property (**Condition No. 6**).

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

HMC Development & Design Standards 18.80.040 Loading areas.

- 1. Purpose. The purpose of this section is to provide adequate loading areas for commercial and industrial uses that do not interfere with the operation of adjacent streets.*
- 2. Applicability. This section applies to uses that are expected to have service or delivery truck visits as part of their normal operations. It applies only to uses visited by trucks with a 40-foot or longer wheelbase, at a frequency of one or more vehicles per week. The City Planning Commission shall determine through site design review the number, size, location, and design, access and circulation and other requirements of required loading areas, if any. [Ord. 987 § 1 (Exh. A), 2022.]*

DISCUSSION: The loading area for possible building materials was previously addressed in the prior site plan approved in 2001, as well as an additional developmental concern, if the applicant should wish to store products such as dirt, rock, and bark. The loading area in between the two structures is also addressed in previous site plans, and as per Condition No. 3, this has already been addressed.

FINDINGS: As discussed and as further conditioned in Condition of Approval No. 3, this criteria has been met.

HMC Development & Design Standards 18.85 Public Facilities

HMC 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.*

18.85.020 Transportation Standards

- 1. General Requirements.*

a. Except as provided by subsection (1)(e) of this section, existing substandard streets and planned streets within or abutting a proposed development shall be improved in accordance with the standards of this chapter as a condition of development approval.

(1) When a Traffic Impact Analysis Is Required. The City or other road authority with jurisdiction may require a traffic impact analysis (TIA) as part of an application for development, a change in use, or a change in access. A TIA may be required by the City Administrator where a change of use or a development would involve one or more of the following:

(a) A change in zoning or a plan amendment designation, as may be required to determine compliance with OAR [660-012-0060](#), Transportation Planning Rule;

(b) Operational or safety concerns documented in writing by a road authority;

(c) An increase in site traffic volume generation by 300 average daily trips (ADT) or more;

(d) An increase in peak hour volume of a particular movement to and from a street or highway by 20 percent or more;

(e) An increase in the use of adjacent streets by vehicles exceeding the 20,000-pound gross vehicle weights by 10 vehicles or more per day;

(f) Existing or proposed approaches or access connections that do not meet minimum spacing or sight distance requirements or are located where vehicles entering or leaving the property are restricted, or such vehicles are likely to queue or hesitate at an approach or access connection, creating a safety hazard;

(g) A change in internal traffic patterns that may cause safety concerns; or

(h) A TIA required by ODOT pursuant to OAR 734-051.

DISCUSSION: There are no public streets or public facilities planned in this development. Staff does not feel that the additional RV traffic will exceed 300 trips per day, nor will they result in an increase in peak hour volume. Therefore, no Traffic impact study, or analysis is required.

FINDING: As discussed in relation to Development and Design Standards in HMC 18.85.020 Transportation Standards, this criterion has been met.

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.

2. Sewer and Water Plan Approval. Development permits for sewer and water improvements shall not be issued until the Public Works Director and/or City Engineer has approved all sanitary sewer and water plans in conformance with City standards and State regulatory authority, if needed.

DISCUSSION: The applicant shows water and sewer utility lines, the placement of which were approved in the two previous site plans that have been filed. However, they don't show the location of the private fire hydrant that is required by the Harrisburg Fire/Rescue District. **(Exhibit B)** This was brought up during the pre-application meeting that was held previously. The location of the hydrant is expected to be somewhere close to the parking light that is located on the west side of the property, near the loading area for the existing covered storage area. This is

approximately 311' from the road; and becomes **Condition No. 7**. The location of this hydrant is sufficient for the Fire Department to reach most of the interior of this site design, as well as to the perimeter to the south.

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

FINDINGS: As discussed in prior site plans, and as conditioned in Condition No. 7, the applicant has met this criterion.

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: Because of the City's TMDL (Total Maximum Daily Load) requirements in HMC 13.30.080, the City is required to prevent, control, and reduce storm water pollutants that are generated during construction. Therefore, if further grading is planned for the driveway, then the City will require a preliminary grading, erosion, and sediment control plan that must be approved by the PW Director prior to work being done inside the RV Storage Facility. (**Condition No. 8**) There is an existing 1200-C permit for the entire property, and the proposed stormwater swale/facility is existing, and was designed for the 3.05 acres of property. This incorporates both the impermeable surfacing being generated by the buildings, and the semi-permeable surfacing for the driveway and parking areas.

Condition No. 8: Storm Drainage/HMC 13.30.080: Before further grading is done for the driveway or the RV Storage parking spaces, a preliminary grading, erosion, and sediment control plan shall be provided, and approved by the PW Director prior to issuance of any further building permits.

FINDING: As proposed and conditioned by No. 8 the development and design standards in HMC 18.85.050 Storm drainage and surface water management facilities has been met.

HMC Design Standard 18.90.030 Allowed signs by zone.

- 1. Residential Zones R-1, R-2, R-3. – Does not apply to this application.
- 2. Commercial and Industrial Zones.
 - a. One illuminated sign not to exceed 32 square feet and not more than 10 feet in height.
 - b. One nonilluminated sign not to exceed 64 square feet and not more than 12 feet in height.
 - c. All signs must be set back from public right-of-way and neighboring property lines four feet. [Ord. 987 § 1 (Exh. A), 2022.]

HMC Design Standard 18.90.040 Sign requirements.

- 1. All signs must be in good condition.
- 2. All commercial and industrial zone signs must be legible from the nearest public right-of-way and display the following:
 - a. The current and correct business name; if there is more than one business at the address then all must display their own sign or be part of a larger sign not to exceed 12 square feet per business/organization included on the sign.
 - b. Contain a legible street address for the business(es). [Ord. 987 § 1 (Exh. A), 2022.]

DISCUSSION: The site plan submitted with this application does not include any additional sign or different signs at this time. If the applicant plans on adding one in relation to the RV Storage Facility, then they will be required to obtain a building permit for it. This is a development concern.

FINDINGS: No additional signs have been included in this permit; this criterion is therefore not applicable.

5. Site Plan Criteria, HMC 19.15.050.5: For nonresidential uses, all adverse impacts to adjacent properties, such as light, glare, noise, odor, vibration, smoke, dust, or visual impact, shall be avoided; or where impacts cannot be avoided, they are minimized.

DISCUSSION: As per narrative provided by the applicant, the intended additional use of this property should not generate any light, glare, noise, odor, vibration, smoke, dust, or visual impacts. The applicant does state that if for some reason, there is enough traffic to require it, that they are prepared to apply dust retardant to the site. If so, this will act to minimize this particular hazard.

FINDINGS: As proposed, this criterion has been met.

6. Site Plan Criteria, HMC 19.15.050.6. The proposal meets all existing conditions of approval for the site or use, as required by prior land use decision(s), as applicable.

DISCUSSION: The most recent site plan approved is 452-2023; this is for the proposed larger storage building on the front of the lot. The applicant is in the process of submitting that building permit. There are four conditions remaining that must be met before the City

can allow that building permit to go through planning review. Those are therefore not required to be complete prior to this land use approval being made. Because the submission of that building permit is tied into those four remaining conditions, there are no problems with those being outstanding in relation to this approval. The previous land use approval for the original site plan was LU 430-2021. The conditions for that have all been met.

FINDINGS: As researched and verified, this condition has been met.

7. Site Plan Criteria, HMC 19.15.050.7. As a condition of approval, the Planning Commission may require public improvements that are necessary to mitigate or prevent development impacts including, but not limited to, traffic, noise, odors, dust, pollution, or others that would affect surrounding existing uses or the City as a whole. [Ord. 987 § 1 (Exh. A), 2022.]

DISCUSSION: This site plan request, and the proposed RV Storage Facility will not produce traffic, noise, odors, dust, pollution, or other problems that should affect any surrounding uses. Dust has already been addressed.

FINDINGS: As proposed, this criterion has been met.

CONCLUSIONS

The applicant requests approval of a new RV Storage Facility via Site Plan Request, LU 458-2024. As demonstrated by the above discussion, analysis and findings, the application, as conditioned, complies with the applicable criteria from the Harrisburg Municipal Code.

However, in Harrisburg Municipal Code Chapter 18.35, Enforcement, it notes that any person who causes a violation of any of the provisions of the code, and who fails to abate the violations as required by the City, has committed an infraction. Penalties can be subject to criminal, civil, or other sanctions. The applicant does have a code violation occurring on the property as of the time of this staff report being written. The applicant must therefore remedy and remove the nuisance on the property before any further work is done on this property, and this site plan is allowed to proceed. (Condition No. 9)

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

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 conditions; or
- 3. Deny the request.

Based upon the criteria, discussion, and findings of facts above, Staff recommends the Planning Commission Approve the Site Plan for LU458-2024 for the VFC Holdings RV Storage Facility.

RECOMMENDED MOTION(S) The motion is located at the top of this staff report

RECOMMENDED CONDITIONS OF APPROVAL

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

Condition No. 2: Driveway Requirements: ASAP – but prior to the issuance of any other building permits for this property, the driveway improvements must be made. Some of the parking spaces are already being utilized for RV’s inside the fenced area; the Harrisburg Fire/Rescue District will need to have access without any problems to vehicles or equipment if any adjacent wildfire or field threatens the business, or nearby farmed properties.

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

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

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

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

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

Condition No. 8: Storm Drainage/HMC 13.30.080: Before further grading is done for the driveway or the RV Storage parking spaces, a preliminary grading, erosion, and sediment control plan shall be provided, and approved by the PW Director prior to issuance of any further building permits.

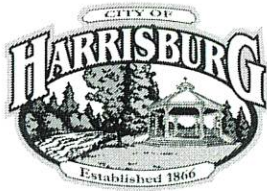
Condition No. 9: Code Violation – The applicant must remedy the code violation in existence on this property before any further work is done, and this site plan approval is allowed to proceed.

DEVELOPMENT CONCERNS

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

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

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



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

LAND USE APPLICATION

STAFF USE ONLY	
File Number:	Date Received: <u>5/16/24</u>
Fee Amount: <u>2575 PD 2026339 5/24/24</u>	



APPLICATION TYPE	
<input type="checkbox"/> Annexation*	<input type="checkbox"/> Property Line Adjustment
<input type="checkbox"/> Comprehensive Plan Amendment*	<input type="checkbox"/> Partition/Replat* Minor Major
<input type="checkbox"/> Conditional Use Permit*	<input checked="" 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*
<input type="checkbox"/> *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	<u>VFC HOLDINGS BV. STORAGE FACILITY. 60 SPACES TOTAL</u>
Project Name	<u>VFC Holdings LLC Shop</u>

COMPLETE
5/24/24
[Signature]

RECEIVED
MAY 16 2024

BY: [Signature]

PRIMARY CONTACT AND OWNER INFORMATION	
Applicant's Name	Vincent Ferris
Phone	541-272-1434
Email	Vincentaferris@yahoo.com
Mailing Address	893 Smith St
Applicant's Signature	
Date	5/15/24
Property Owner Name	Vincent Ferris/VFC Holdings LLC
Phone	541-272-1434
Email	Vincentaferris@yahoo.com
Mailing Address	893 Smith St Harrisburg, OR 97446
Owner Signature	
Date	5/15/24
*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	1070 S 6th St Harrisburg OR 97446
General Location Description	SIXTH ST ACROSS THE STREET FROM SPRINGBROOK MOBILE HOME PARK
Assessor's Map Number(s)	Related Tax Lot(s)
Map #	Tax Lot(s) #
15504W16D	00213
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 http://linn-web.co.linn.or.us/propertywebquerypublic/	
Lot Area	3.05 ACRES

LAND USE AND OVERLAY ZONES

Existing Zone(s) M2 & M-1 (LIGHT & HEAVY INDUSTRIAL)

Existing Comprehensive Plan Designation(s) INDUSTRIAL

Please select any of the following zone overlays or natural areas that apply to the subject site:

- Historic Overlay, Willamette River Greenway, Floodplain, Riparian Corridors, Wetlands

*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

- Narrative* (checked), Assessor's Map, Site Plan (checked), Survey / ALTA, Aerial Photograph, Zoning Map, Comprehensive Plan Map(s), Subdivision or Partition Plat, Architectural Elevations, Architectural Floor Plans, Utilities Plan, Geotechnical Report/Site, Assessment, Electronic Versions of Exhibits, Application Fee, 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

96236 SHOP WITH A 20x72 CRAN ?

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

WE HAVE 2 PRIOR APPROVED SITE PLANS FOR BUILDINGS
THE ONE IS FOR STORAGE SPACES

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

SPRAYING AND GRADING

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.

DRIVE WAY AND ENTRANCE ~~WILL BE SHARED~~
I WILL BE SHARED

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:

NO

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. BY APPOINTMENT

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

To whom this may concern

NARATIVE

05/15/2024

At the property located at 1070 S 6th Street we have an existing shop and are proposing building an enclosed 60x120 building along with 60 open storage spaces. The property is zoned m1 and m2. There are no wetland areas on the property. Our use will be to operate a mid-size contracting business out of it. There will be trailers, equipment and materials stored on site. There will be RV, boat storage in excess spaces. Down the road there will be a part-time office area. Our access is from s 6th st by way of existing curb cut and 30x50x9" concrete approach. The front 25' is currently landscaped with trees, shrubs, lawn and some decorative boulders. The building will have a wood shop area to be used on a part time basis. There is an overabundance of off-street parking due to the size of the lot and area we want to rock but primary employee parking will be on the west side of the proposed building. This area east of the proposed building will be paved. Our business is a residential and light construction business which seems to fit in well in this community. There is a 400-amp service on existing 96' shop. There is an existing ¾ water service to existing building. There is existing sanitary ran onto property and stubbed out for the new building. Storm water from roofs runs to a flow spreader to collect the sediment and then continues to the drainage at the north property line. The general grounds including parking, drive way and storage spaces will sheet drain to flow spreader. If needed basins will be added and drain to flow spreader to sediment control all run of. All non-landscaping sections of the property are currently rocked. We have approximately 60 available rental storage spaces depending on our construction space needs. These will be 12x30' with wheel stops. Our traffic pattern one site will we clockwise and all parking and storage is accessible from our driveway. Security measurements in place are dealt with by having a permanent security fence around property and off-street parking to and handle our daily operations. The property to the south is used for farming, the property across the street to the east is residences. The property along the northwest diagonal side is the home of JB mini storage.

Due to the nature of the 2 businesses that will operate on the property, storage and construction our daily trips in and out our very low. Rvs, boats and other long term storage items are generally only used a few number of times a year. Our construction traffic normally consists of a few employees picking up work vehicles and returning them at the end of the day. There's only one entrance to the property. This entrance is accessed by a keypad and gate. Sanitary, power and water are installed in the existing building and stubbed out for our next shop. We have already had a 1200c permit and closed it for the prior lot development. There is not one required for the proposed work. All grading has already been completed with the exception of the immediate area around the proposed shop, this is less than the 1 acre threshold triggering another 1200c permit.

Our proposed use will avoid or minimize unavoidable impacts such as light, glare, noise, odor, vibration, smoke, dust, as well as visual impact. If needed to control dust retardant can be applied in times of dryer weather.

5-20-24

We have met the site plan requirements for the first site plan and are in the process of meeting them for the building we a submitting for a permit.

CRITERIA

1. We believe our application is complete
2. Our app complies with 18.45 and 18.55 hmc. We have met all the setback requirements in our previous site plans and there are no other buildings in the storage space plan. We have moved out east storage spaces to the west to avoid the hard surface requirement at the rear of the spaces. It will be an additional landscape buffer. Our existing shop building is 4896 sf our proposed second building will be 7200 sf of shop and office with an additional 2160 sf of living space above. These two buildings cover approximately 10.91 % of the total area.
3. pursuant to chapter 18.25 all existing and pending development will comply with applicable land use and zoning
4. addressed in our narrative

Regarding conditions of approval

1 Consistency with Plans

Development will follow the provided plans.

2 Water Connection

A second 3/4" water main will be added to supply the new 60x120 shop.

3 Landscaping

Site plan shows more than the required 2166 sq ft of landscaping.

4 Landscaping Plan

Landscaping will contain grass, planters with shrubs, boulders and trees.

5 Outdoor Lighting

Outdoor lighting will match current wall pac down facing led lighting on new building. There will be up to 3 additional light poles with down facing lighting not higher than 20' to illuminate storage drive areas.

The city of Harrisburg does not currently have any specific lighting requirements other than light pollution affecting residential areas. Our lighting will and has taken into consideration the residences across the street to not disturb any more than necessary for safety and security.

6 Variance for Paving

Under current codes and approval, the east side of the new building and immediate driveway will be paved. Remaining work areas and storage areas will be gravel.

7 ADA and access Route paving

The site will provide one hard surface ADA compliant parking space and access to the lobby area.

8 Parking Lot Details

Most parking spaces will be 12'x30'. They will be indicated with paint on hard and gravel spaces. These will have curb stops also. Driveway width is 30 minimum in all areas.

9 Building Permit Plans

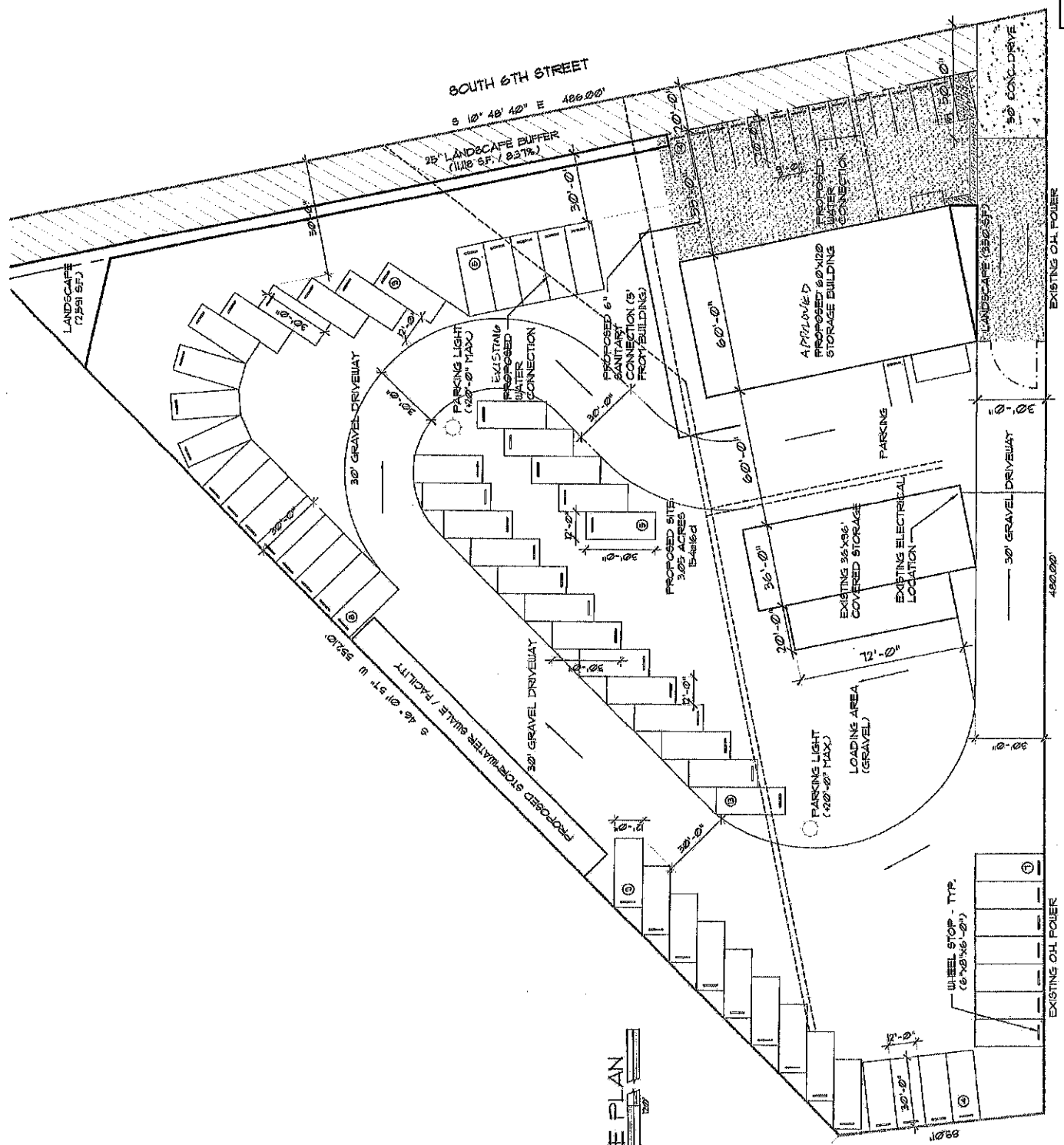
Stamped Architectural plan and engineering will be provided.

10 Erosion and sediment control

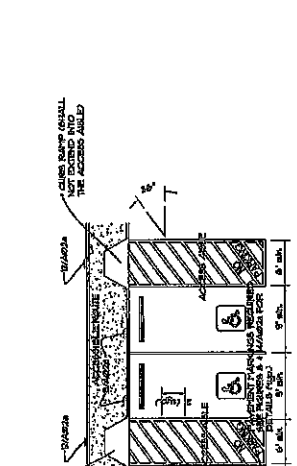
Entire property is currently rock, or landscape surfaced. This new development disturbance area is less than 1 acre and does not require a 1200 c. the new building footprint along with necessary trenching will be the only disturbance. Sediment control will be handled with a sediment barrier along the downhill north side of the new building area.

Vince

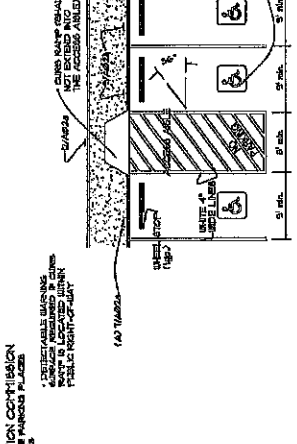
Vincent A Ferris Construction LLC



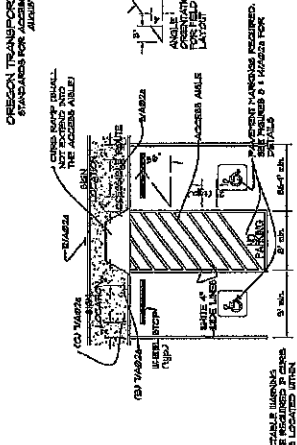
ARCHITECTURAL SITE PLAN
 1" = 40'
 NORTH



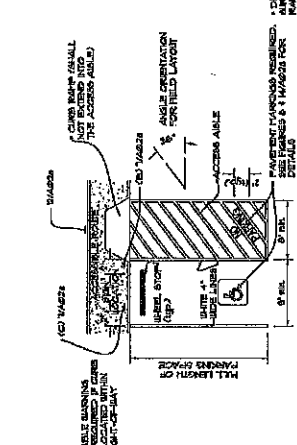
1 MINIMUM STANDARD 5-ACCESSIBLE PARKING
 SCALE: 3/4" = 1'-0"
 (SEE MARKINGS FOR DIMENSIONS AND INFORMATION REQUIRED)



2 MINIMUM STANDARD DOUBLE-ACCESSIBLE PARKING SPACE
 SCALE: 3/4" = 1'-0"
 (SEE MARKINGS FOR DIMENSIONS AND INFORMATION REQUIRED)



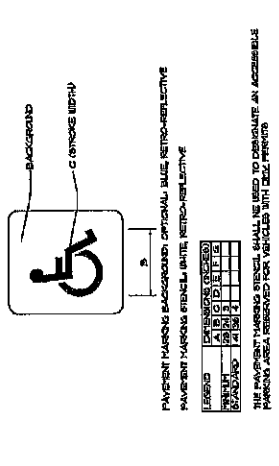
3 MINIMUM STANDARD SINGLE-ACC. PARKING SPACE
 SCALE: 3/4" = 1'-0"
 (SEE MARKINGS FOR DIMENSIONS AND INFORMATION REQUIRED)



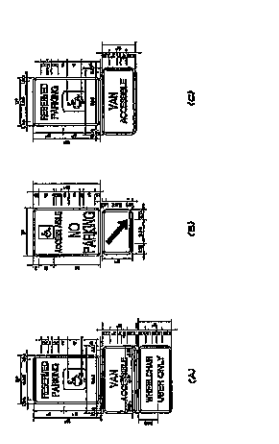
4 ANGLE ACCESSIBLE PARKING LAYOUT
 SCALE: 3/4" = 1'-0"
 (SEE MARKINGS FOR DIMENSIONS AND INFORMATION REQUIRED)



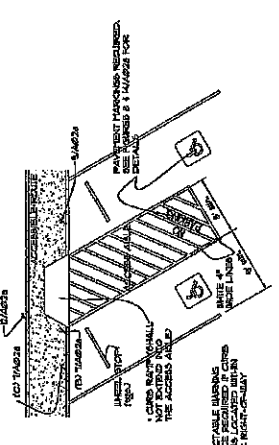
5 PARALLEL ACCESSIBLE PARKING LAYOUT
 SCALE: 3/4" = 1'-0"
 (SEE MARKINGS FOR DIMENSIONS AND INFORMATION REQUIRED)



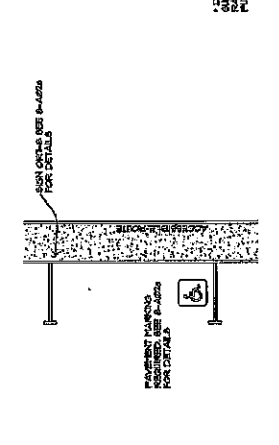
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7 SIGN DESIGN SIGN NO. OR1-2
 SCALE: 1/4" = 1'-0"



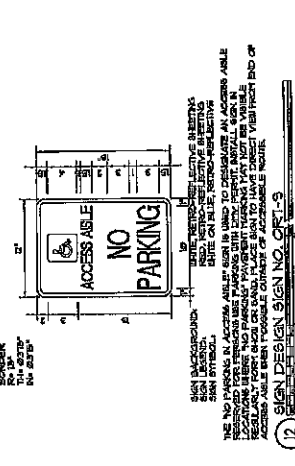
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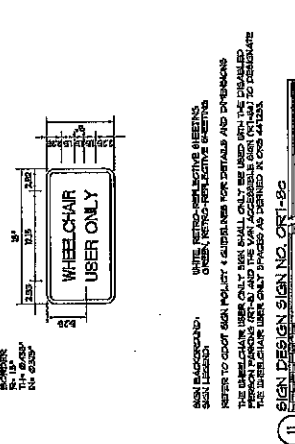
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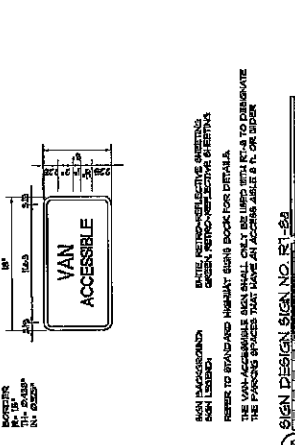
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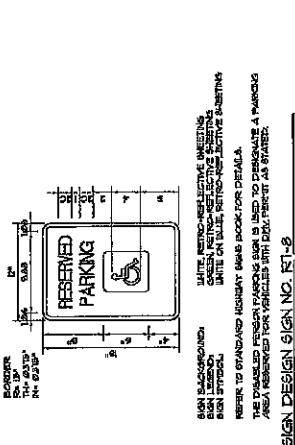
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12 SIGN DESIGN SIGN NO. OR1-7
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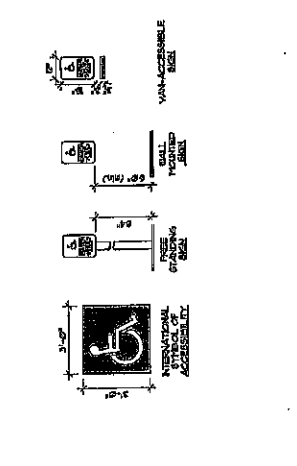
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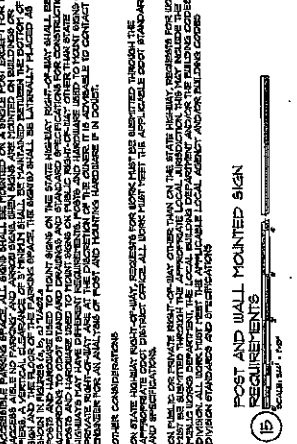
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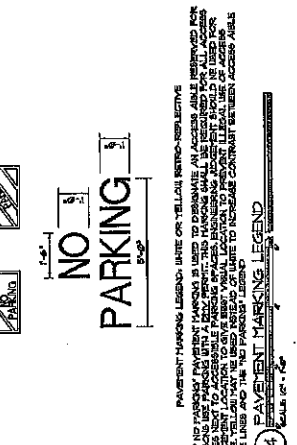
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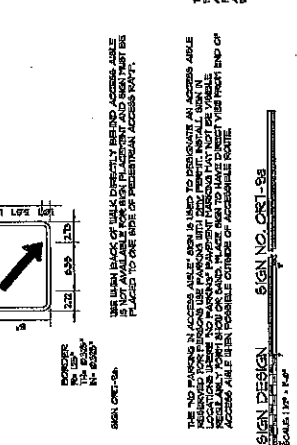
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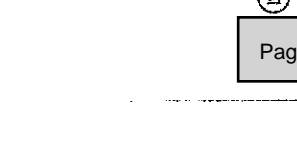
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18 SIGN DESIGN SIGN NO. OR1-13
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19 SIGN DESIGN SIGN NO. OR1-14
 SCALE: 1/4" = 1'-0"



20 SIGN DESIGN SIGN NO. OR1-15
 SCALE: 1/4" = 1'-0"

21 SIGN DESIGN SIGN NO. OR1-16
 SCALE: 1/4" = 1'-0"

Michele Eldridge

From: bgriff@harrisburgfire.org
Sent: Saturday, May 25, 2024 9:22 AM
To: Michele Eldridge; Chuck Scholz; 'Damien Gilbert'; 'Harrisburg Fire Rescue District'; sean@longdel.com; Caleb Smith
Cc: leeann.gates@deq.state.or.us; 'Jason Johannesen'
Subject: RE: E-Routing Harrisburg Land Use Application for Comments - Due June 10, 2024 @ 10:00am

Good morning, Michele. When Vince originally proposed doing this to his property, I told him he would have to place a fire hydrant inside the property. This is for reaching the back of the RV storage area in case of fire. I will discuss placement options with Leo and get back to you.

Thanks,

Bart

From: Michele Eldridge <meldridge@ci.harrisburg.or.us>
Sent: Friday, May 24, 2024 6:08 PM
To: Chuck Scholz <cscholz@ci.harrisburg.or.us>; Damien Gilbert <damieng@branchengineering.com>; Chief Bart Griffith (bgriff@harrisburgfire.org) <bgriff@harrisburgfire.org>; Harrisburg Fire Rescue District (leogiles@comcast.net) <leogiles@comcast.net>; sean@longdel.com; Caleb Smith <csmith@ci.harrisburg.or.us>
Cc: leeann.gates@deq.state.or.us; Jason Johannesen <jjohannesen@ci.junction-city.or.us>
Subject: E-Routing Harrisburg Land Use Application for Comments - Due June 10, 2024 @10:00am

Greetings;

The City of Harrisburg has received an application for a site plan for VFC Holdings for a RV Storage Facility, which is located at 1070 S. 6th St. This property is directly across 6th St. from Springbrook Mobile Home Park, and east of the existing Harrisburg RV Storage Facility, and is also known as 15S04W16D00213. The applicant is adding a 60-space RV Storage Facility on the property, which already contains a storage facility for the contracting business. A previous site plan also approved a large structure which will house an office, storage space, 4 bays with ADA bathrooms for sub-contractors, as well as a large single family dwelling located on the 2nd floor. The ROI form, and application is attached to this email.

Please let me know if you have any questions, or comments for the application by 10:00am on June 10, 2024.

Hope your Memorial Day weekend was great!



*Michele Eldridge, CMC
City Administrator
PO Box 378
120 Smith St.
Harrisburg, OR 97446*

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