



PLANNING COMMISSION

Regular Meeting Minutes
March 11, 2026

Chairman Fialka called the regular meeting to order at 7:00PM. Present were Commissioners Caplinger, Saylor, Doherty, Guerrero, and Serrano. Commissioners Misner, Hamm and Kirkpatrick were excused. Staff in attendance included Planning Director C.F. Spencer, City Attorney Rich Tovey, and Planning Assistant Heather La Beau. No Youth Advisors attended.

Minutes

Commissioner Saylor moved, and Commissioner Guerrero seconded to approve the minutes of the February 11, 2026, regular meeting. Motion passed 5-0 with Commissioners Caplinger, Guerrero, Saylor, Serrano, and Doherty in favor.

Restoration of a Nonconforming Use 4N2810DA Tax Lot 10900 Larkin 205 SW 3rd St

Chairman Fialka asked if any commissioners had a conflict of interest or ex-parte contact. Commissioner Caplinger stated someone had asked a question regarding the item being on the agenda. Chairman Fialka opened the hearing at 7:01PM and read the hearing guidelines.

Planning Director Spencer presented the staff report. The applicant is requesting residential occupancy be allowed in a structure that has been converted to commercial use on commercially zoned property. The request is considered a restoration of a non-conforming use. The neighborhood is mixed use, and no significant changes have been made to the exterior of the structure.

Commissioners discussed the process for future commercial use (site plan review), confirmed no façade grants had been awarded to the property, and assessed value changes. It was suggested to revise the language in the criteria for approval. Specifically, revisions to clarify approval criteria relating to residential building code standards, and nature and character of use standards.

Testimony

Diane Larkin 205 SW 3rd St- Ms. Larkin has owned the property for 22 years and has moved her business (a hair salon) to a different location. The eleven months she has had the house for sale; she has not received any viable offers. Several potential purchasers have asked if it could be used as a residence. The structure still looks like a house and a residence would create less traffic than a business in an area that has seen an overall increase in traffic the last several years.

Yolanda Flores 210 SW 3rd St- Ms. Flores recently purchased the property across the street from the applicant. The seller stated it was a home that was commercially licensed. When transferring utilities into her name Ms. Flores was informed she would be charged commercial rates. While inquiring about operating a business in a garage on the property she learned that the commercially zoned property could only be used as residence after a restoration of a non-conforming use hearing and approval from the planning commission as the property had been occupied by various commercial uses for multiple years prior to her purchase. Ms. Flores supports the applicant's request.

Tyler Brandt 469 SW Cottonwood Dr- As a client of the applicant, Mr. Brandt is quite familiar with the property. He sees the house as a perfect solution for housing affordability. There is a residential feel to the neighborhood, and he states residential use is a good use of the property.

Chairman Fialka closed the hearing at 7:21PM.

After some discussion, Commissioner Caplinger moved and Commissioner Doherty seconded to adopt the Findings of Fact as written. Motion passed 5-0 with Commissioners Caplinger, Guerrero, Saylor,



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Serrano, and Doherty in favor. Commissioner Caplinger moved and Commissioner Doherty seconded to approve the restoration of a non-conforming use allowing residential occupancy at 205 SW 3rd St, pursuant to any improvements required by Oregon State Building Codes for residential dwellings. Motion passed 5-0 with Commissioners Caplinger, Guerrero, Saylor, Serrano, and Doherty in favor.

Final Plat Upland Meadows Phases 3 & 4 4N2802A Tax Lot 500 – 811 E Theater Lane

Planning Director Spencer presented the staff report. This phase proposes 40 Medium-High Density Residential lots. Several of the conditions of approval are on-going, may not apply to this phase, or will met.

Testimony

Larry Pankey AKS Engineering & Forestry 2245 Robertson Dr Richland WA- Mr. Pankey thanked city staff for introducing the findings and agrees with the assessment. This phase continues the pattern of development of the previous phases.

Commissioner Saylor moved and Commissioner Serrano seconded to approve the final subject to the January 10, 2024, conditions of approval. Motion passed 5-0 with Commissioners Caplinger, Guerrero, Saylor, Serrano, and Doherty in favor.

Final Plat Henry K's Phase 2 4N2813BC Tax Lot 3000- 1125 SE 10th St

Planning Director Spencer presented the staff report. Phase 2 received preliminary approval of 47 lots. The final plat has reduced the number of lots in this phase to 29. The applicant proposes to provide a letter of credit for public improvements that have not been completed.

Commissioners discussed the city's plan for acquisition of several lots for park purposes.

Testimony

Tyler Brandt 496 SW Cottonwood Dr- Mr. Brandt thanked the commissioners for their time and stated he was available to answer any questions. The preliminary plat for Phase 4 will be before the commissioners in the near future.

Commissioner Saylor moved and Commissioner Guerrero seconded to approve the final plat subject to the May 14, 2025, conditions of approval. Motion passed 5-0 with Commissioners Caplinger, Guerrero, Saylor, Serrano, and Doherty in favor.

Planner comments and unscheduled communication

Planning Director Spencer thanked the commissioners who attended the joint work session on Monday with the city council to review the Transportation System Plan updates.

Updates were also provided on the proposed changes to the mobile food vendor ordinance.

Due to a scheduling conflict, the April planning commission meeting has been moved to April 15.

Adjournment

Chairman Fialka adjourned the meeting at 8:04PM.