



# PLANNING COMMISSION

Council Chambers, 180 NE 2nd Street

*Where Life is Sweet*

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**February 12, 2025 at 7:00 PM**

## **AGENDA**

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*Other ways of viewing or participating in live meetings are available through:  
Zoom with Meeting ID: 836 2582 6527 Passcode: 470746 Telephone number to join is: 1 253  
215 8782; or submitting comments to meetings@hermiston.gov*

For written electronic public comments to be part of the official record, sender must provide their full name and place of residence and comments must be received within the time frame given for the item under discussion. The City Recorder will respond/confirm to sender that their electronic comment was received and will be made part of the record; or, if their electronic comment is not able to be made part of the record, the City Recorder will respond to the sender and state the reason(s) why.

**1. CALL TO ORDER - 7:00 PM**

**2. MINUTES**

A. Minutes of the January 8, 2025 regular planning commission meeting

**3. NEW BUSINESS**

A. Final Plat – Hermiston Christian Center 4N2816BA Tax Lot 100 – 1825 W Highland Ave

B. Final Plat - Henry K's Addition Phase 1 4N2813 Tax Lots 200 & 500 - 1295 SE 10th St

C. Facade Grant - Hermiston Masonic Lodge #138 4N2810DA TL 10400 - 200 W Orchard Ave

**4. PLANNER COMMENTS AND UNSCHEDULED COMMUNICATION**

**5. ADJOURN**

**\*\* AMERICANS WITH DISABILITIES ACT NOTICE \*\***

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at 1-800-735-2900 or 711.



# PLANNING COMMISSION

Regular Meeting Minutes  
January 8, 2025

Chairman Fialka called the regular meeting to order at 7:01PM. Present were Commissioners Doherty, Hamm, Misner, Caplinger, and Kirkpatrick. Commissioners Saylor, Collins, and Guerrero were excused. Staff in attendance included Planning Director C.F. Spencer, City Attorney Richard Tovey and Planning Assistant Heather La Beau. Youth Advisor Council member Catherine Doherty was present.

## **Minutes**

After clarifying the definition of a non-remonstrance agreement, Commissioner Hamm moved, and Commissioner Misner seconded to approve the minutes of the December 11, 2024, regular meeting as written. Motion passed.

## **Work Session- Recent Legislation and Required Code Updates**

The work session is to discuss and provide feedback to staff on proposed code amendments to align the city code with the legislative changes in the past several years in addition to several housekeeping items. The attached graphic depicting various types of middle-housing was provided to the commissioners. Planning Director Spencer stated that staff has been operating in compliance with the new rule changes and the commission may decide to wait on doing any code amendments until the next legislative session is over so any additional changes may be incorporated into the update.

Commissioners raised concern with possible liability associated with amending the code now and reverting back to previous standards in future updates as this may increase Measure 47 claims by property owners.

Additional topics discussed included:

- Single Room Occupancy definition, purpose & parking  
-collectively determined
- Alterations to non-conforming uses
- Emergency Shelter siting
- Setbacks for residential structures in commercial zones
- Housing Land Use Adjustments

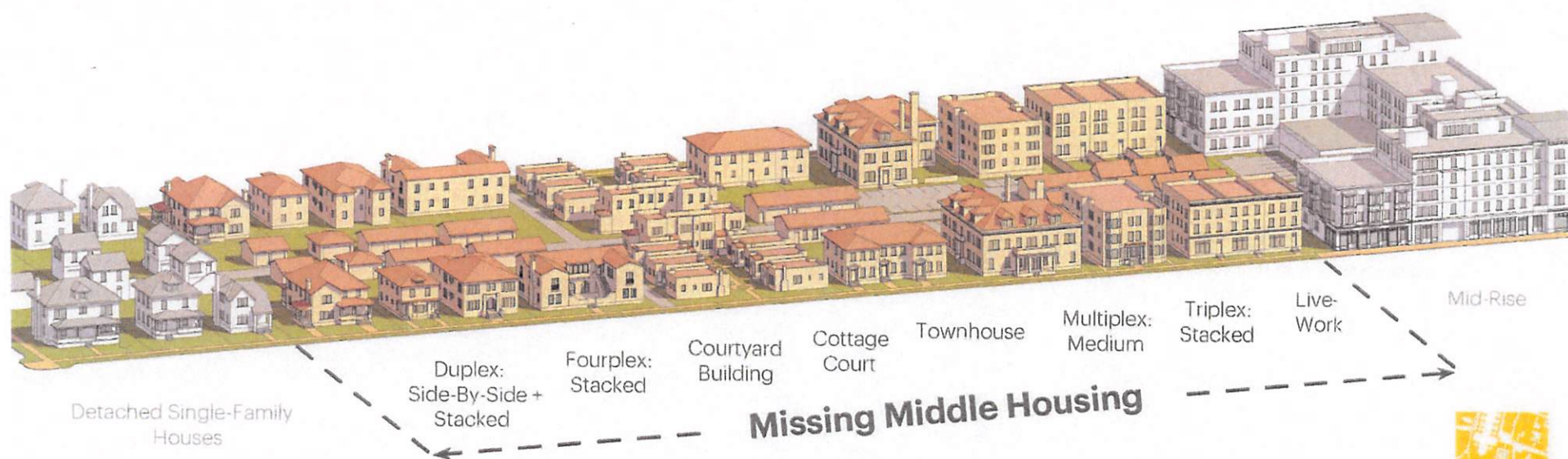
Citing factors such as upcoming Periodic Review in 2028, code changes due to the city's population increase, and continual amendments being added at the state level, the planning commission recommended not proceeding with any code amendments at this time. Staff will develop a handbook that includes the current legislative updates and will continue to operate within the new rules. It was suggested that the city code section on the website include a note that state rule may supersede local ordinances.

## **Planner Comments and Unscheduled Communication**

None given.

## **Adjournment**

Chairman Fialka adjourned the meeting at 8:47PM.



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Members of the Planning Commission  
**STAFF REPORT**  
 For the Meeting of February 12, 2025

**Title/Subject**

Final Plat – Hermiston Christian Center 4N2816BA Tax Lot 100 – 1825 W Highland Ave

**Summary and Background**

CK3 LLC has submitted the final plat for the Hermiston Christian Center minor partition. The property is located at 1825 W Highland Ave. The partition separates 2.9 acres at the northwest corner of the property from the existing school site. The area proposed for partitioning lies directly north of the terminus of SW 19<sup>th</sup> Court and south of W Highland Ave. The property was previously partitioned in 1998, separating this area from the land which was later subdivided into the North Riverview Heights subdivision. The act of partitioning a lot within an existing plat (Partition Plat 1998-30) is considered a replat. Under replat statutes, a replat may serve to vacate existing streets and/or easements. The applicant is also proposing to vacate and rededicate existing easements for Hermiston Energy Services, PP&L, and Cascade Natural Gas which do not contain any utilities and rededicate the easements where the actual utilities are located. Each utility has been provided a notice and opportunity to comment on the easement vacations.

The property is zoned Medium-High Density Residential (R-3). The proposed partition creates a 20.69-acre parcel for the existing church site (Parcel 1) and a second 2.88-acre parcel for future residential development (Parcel 2). No development plans have been submitted for Parcel 2. The minimum lot size in the R-3 zone is 5,000 square feet for single and two-family lots and 7,500 for multi-family lots.

The two easements being vacated are located south of the existing building. As noted, there are no utilities within these easements and they potentially limit further development of the site. The final plat indicates the new easements of 10 feet in width are being dedicated for gas and electric use and indicates their precise location.

The planning commission approved the preliminary plat on November 13, 2024. The preliminary approval was subject to three conditions. Condition #2 requiring a detailed mapping of the new easements has been satisfied and is no longer required.

The findings of fact are attached to this report as Exhibit A. The conditions of approval are attached as Exhibit B. The map showing the property boundary and adjacent streets and parcels is attached as Exhibit C. The final plat as prepared by the surveyor is attached as Exhibit D. An

aerial photo for the planning commission's reference is attached as Exhibit E. Comments received from the Hermiston Irrigation District as a result of noticing are attached as Exhibit F.

### **Tie-In to Council Goals**

Approval of plats is a matter of administration by city ordinances.

### **Fiscal Information**

There is no financial impact to the city because of this partition. The property is currently exempt from property taxes. Parcel 2 will provide additional revenue when residential development occurs.

### **Alternatives and Recommendation**

#### **Alternatives**

The planning commission may choose to approve or deny the final plat.

#### **Recommended Action/Motion**

Staff has reviewed the proposed plat and found that it is prepared in accordance with all requirements of 154.46 of the Hermiston Code of Ordinances. Staff recommends the planning commission approve the plat subject to the conditions of approval.

- Motion to approve the final plat

### **Submitted By:**

C.F. Spencer, Planning Director

**Exhibit A**  
**Findings of Fact**  
**Hermiston Christian Center Minor Partition**  
**February 12, 2025**  
**1825 W Highland Ave**

**Final Plat**

Per §154.46 of the Hermiston Code of Ordinances, the final plat shall show:

- (A) The boundary lines of the area being subdivided, with accurate distances and bearings. **Shown as required**
- (B) The lines of all proposed streets and alleys with their width and names. **Shown as required**
- (C) The accurate outline of any portions of the property intended to be dedicated or granted for public use. **Shown as required**
- (D) The line of departure of one street from another. **Shown as required**
- (E) The lines of all adjoining property and the lines of adjoining streets and alleys with their widths and names. **Shown as required**
- (F) All lot lines together with an identification system for all lots and blocks. **Shown as required**
- (G) The location of all building lines and easements provided for public use, services or utilities. **Shown as required**
- (H) All dimensions, both linear and angular, necessary for locating the boundaries of the subdivision, lots, streets, alleys, easements, and other areas for public or private use. Linear dimensions are to be given to the nearest 1/10 of a foot. **Shown as required**
- (I) All necessary curve data. **Shown as required**
- (J) The location of all survey monuments and bench marks together with their descriptions. **Shown as required**
- (K) The name of the subdivision, the scale of the plat, points of the compass, and the name of the owners or subdivider. **Shown as required**
- (L) The certificate of the surveyor attesting to the accuracy of the survey and the correct location of all monuments shown. **Shown as required.**
- (M) Private restrictions and trusteeships and their periods of existence. Should these restrictions or trusteeships be of such length as to make their lettering on the plat

impracticable and thus necessitate the preparation of a separate instrument, reference to such instrument shall be made on the plat. **No restrictions are proposed or referenced on the plat**

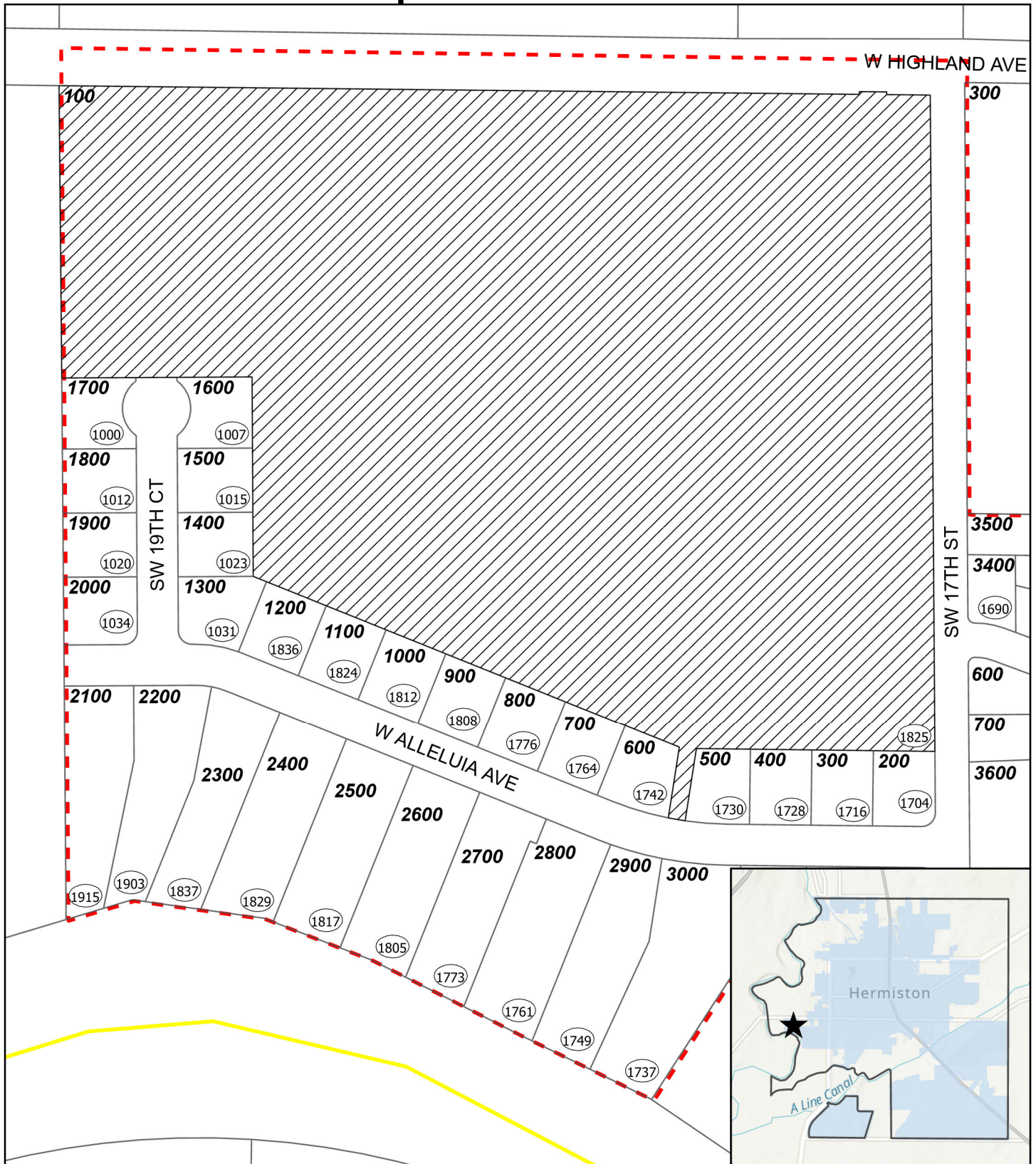
- (N) Acknowledgment of the owner or owners to the plat and restrictions, including dedication to public use of all streets, alleys, parks or other open spaces shown thereon, and the granting of easements required. **Shown as required**
- (O) Certificates of approval for endorsement by the city council and certificate indicating its submission to the planning commission, together with approval for endorsement by other local, county and/or state authority as required by Oregon statutes. **Shown as required**

**Exhibit B**  
**Conditions of Approval**  
**Hermiston Christian Center Minor Partition**  
**February 12, 2025**  
**1825 W Highland Ave**

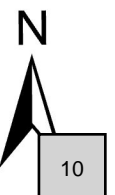
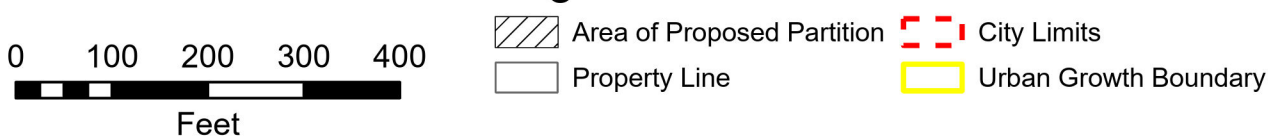
The following conditions were imposed by the planning commission on November 13, 2024:

1. The applicant shall work with and receive certification from the Hermiston Irrigation District prior to obtaining city signature on the final plat.
2. The applicant's surveyor shall submit a revised plat indicating the vacation of the HES easement recorded on instrument 2012-5970038 and the relocated easement to Hermiston Energy Services for approval prior to obtaining city signature on the final plat. **This condition is satisfied and removed.**
3. Comprehensive Plan Figure 12 identifies this site as an area subject to development hazards due to excessively well drained soils. Therefore, the City will prohibit the outdoor storage of hazardous chemicals and underground storage of gasoline and diesel fuels.

# Notice of Proposed Land Use Action

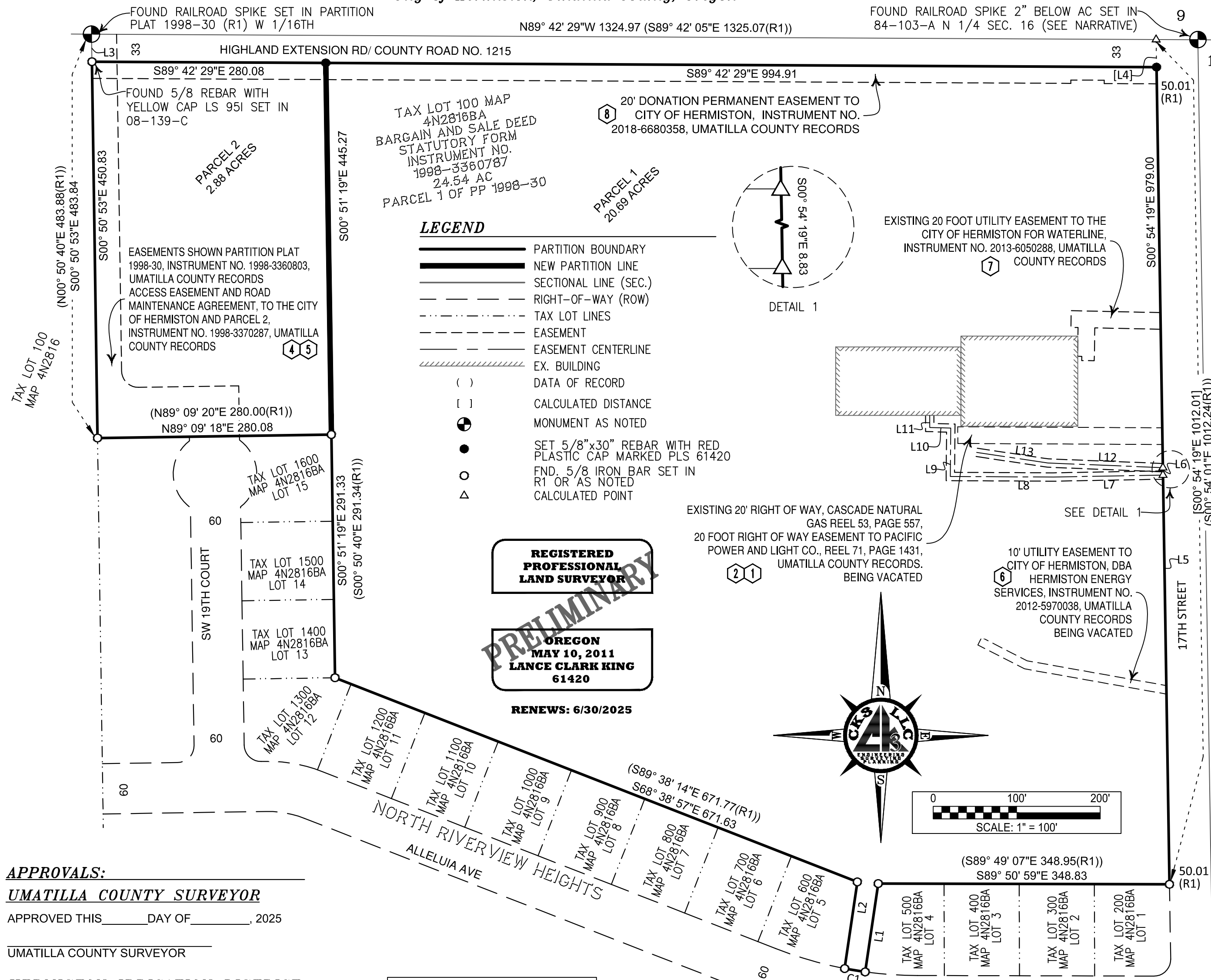


## Legend





**PARTITION PLAT NO. 2025—**  
**BEING A REPLAT OF PARCEL 1 OF PARTITION PLAT NO. 1998-30**  
**within the NE1/4NW1/4, Section 16, Township 4 N., Range 28 E., W.M.,**  
**City of Hermiston, Umatilla County, Oregon**



**SURVEYOR'S NARRATIVE & CERTIFICATE**

THIS SURVEY WAS MADE AT THE REQUEST OF COREY GRIGGS OF HERMISTON CHRISTIAN CHURCH, FOR THE PURPOSE OF PARTITIONING A PARCEL OF LAND AS DESCRIBED AS PARCEL 1 IN PARTITION PLAT 1998-30, CREATING A 20.69 ACRE PARCEL, AND A 2.88 ACRE PARCEL. AS APPROVED BY HERMISTON CITY PLANNING DEPARTMENT.

CONTROL FOR THIS SURVEY IS BASED ON FOUND MONUMENTS FROM R1 & R2. THE BASIS OF BEARINGS FOR THIS SURVEY IS BASED ON THE OREGON COORDINATE REFERENCE SYSTEM:

LOW DISTORTION PROJECTION: COLUMBIA RIVER EAST ZONE

(LAMBERT CONFORMAL CONIC)

DATUM: NAD83-2011, CENTRAL MERIDIAN 120°30'00" W LATITUDE 45°40'00" N

FALSE NORTHING = 30,000.00 M FALSE EASTING = 150,000.00 M

SCALE FACTOR = 1.000008

THIS PARCEL WAS ORIGINALLY SURVEYED IN MARCH OF 1998 BY FERGUSON SURVEYING ENGINEERING, FOR FOR SANTIAM PROPERTIES, LLC. AS SHOWN ON (R1) THE BOUNDARY LINES WERE ESTABLISHED IN SAID SURVEY AND RECOVERED HERE, CURVE C1 BETWEEN FOUND PINS IS NOT A TANGENT CURVE.

REGARDING THE N1/4 SECTION 16 (J-11) AND SURVEY NO. 22-006-C. ON 8/29/2024 MR. KRUMBEIN WAS CONTACTED REGARDING SAID CORNER ADDITIONALLY MR. PRIMM WAS AS WELL BUT NEVER RESPONDED. THIS IS A DUAL STAMPED DOCUMENTS AS OUTLINED IN OAR 820-025-0025 (LACKING IN WORK PRODUCT SPECIFICITY). MR. KRUMBEIN STATED AS COUNTY SURVEYOR THE RXR SPIKE AS NOTED IN SAID SURVEY IS THE CORNER AND RECOGNIZED AS THE OFFICIAL CORNER MONUMENTS. MR. KRUMBEIN ALSO STATED THAT FOR FUTURE REFERENCE THE TABLE LABELED "CORNER VISITED" ON SAID SURVEY PROVIDING COORDINATES ARE THE CORNERS/MONUMENTS ACCEPTED AND RECOGNIZED AS OFFICIAL BY THE COUNTY SURVEYORS OFFICE BUT THAT THE COMMENTS COLUMN SHOULD BE IGNORED AS IT CONFUSES THE ISSUE. MR. KRUMBEIN MENTIONED HE PLANS TO ADD SOME NOTES AND EXPLANATIONS TO SAID SURVEY AT SOME POINT.

I LANCE C. KING, A REGISTERED PROFESSIONAL LAND SURVEYOR HEREBY CERTIFY THAT I HAVE CORRECTLY SURVEYED AND FOUND THE MONUMENTED THE BOUNDARIES OF PARCELS 1, 2, AND 3 IN ACCORDANCE WITH ORS CHAPTER 92, THAT THE POINT OF BEGINNING IS A SHOWN ON THE MAP AND IS WITHIN THE REQUIREMENTS OF ORS 92.060(1). I CERTIFY THAT THE FIRST MONUMENT ESTABLISHING OR REESTABLISHING A BOUNDARY MONUMENT WAS PLACED ON ??/??/????, THAT THE ADJOINING PROPERTY AND ALL PROPERTY ACCESSED IN THIS SURVEY WAS DONE IN ACCORDANCE WITH ORS 672.047, THAT THE SURVEY WAS MADE BY ME OR UNDER MY DIRECTION, THAT THE MONUMENTS ARE AS SHOWN AND THAT THIS MAP IS A TRUE AND ACCURATE REPRESENTATION OF SAID SURVEY.

THE LAND BEING PARTITION IS DESCRIBED AS FOLLOWS:  
 PARCEL 1, PARTITION PLAT NO. 1998-30, LOCATED IN THE  
 NORTHEAST QUARTER OF THE NORTHWEST QUARTER OF SECTION 16, TOWNSHIP 4 NORTH, RANGE 28, EAST  
 OF THE WILLAMETTE MERIDIAN, UMATILLA COUNTY, OREGON. RECORDED SEPTEMBER 17, 1998, INSTRUMENT NO.  
 1998-3360803, OFFICE OF UMATILLA COUNTY RECORDS.

**OWNER'S DECLARATION:**

KNOW ALL MEN BY THESE PRESENTS:  
 THAT HERMISTON CHRISTIAN CHURCH, IS THE OWNER OF THE LANDS AS SHOWN AND DESCRIBED ON THIS PLAT, AND HAVE CAUSED THE SAME TO BE SUBDIVIDED AND SURVEYED IN ACCORDANCE WITH ORS CHAPTER 92. AND ACKNOWLEDGE THE FOLLOWING EASEMENTS (EASEMENTS AS PER TITLE REPORT NO. 165079) WE HEREBY DEDICATE (2) ADDITIONAL 10 FOOT WIDE UTILITY (ELECTRIC AND GAS) EASEMENTS:

- 1) 20 FOOT RIGHT OF WAY, CASCADE NATURAL GAS REEL 53, PAGE 557, UMATILLA COUNTY RECORDS. BEING VACATED
- 2) 20 FOOT RIGHT OF WAY EASEMENT TO PACIFIC POWER AND LIGHT CO., REEL 71, PAGE 1431, UMATILLA COUNTY RECORDS. BEING VACATED
- 3) 10 FOOT RIGHT OF WAY EASEMENT TO PACIFIC POWER AND LIGHT CO., REEL 73, PAGE 802, UMATILLA COUNTY RECORDS, NOT PLOTTABLE
- 4) EASEMENTS SHOWN PARTITION PLAT 1998-30, INSTRUMENT NO. 1998-3360803, UMATILLA COUNTY RECORDS
- 5) ACCESS EASEMENT AND ROAD MAINTENANCE AGREEMENT, TO THE CITY OF HERMISTON AND PARCEL 2, INSTRUMENT NO. 1998-3370287, UMATILLA COUNTY RECORDS
- 6) 10 FOOT UTILITY EASEMENT TO CITY OF HERMISTON, DBA HERMISTON ENERGY SERVICES, INSTRUMENT NO. 2012-5970038, UMATILLA COUNTY RECORDS. BEING VACATED
- 7) 20 FOOT UTILITY EASEMENT TO THE CITY OF HERMISTON FOR WATERLINE, INSTRUMENT NO. 2013-6050288, UMATILLA COUNTY RECORDS
- 8) 20 FOOT DONATION PERMANENT EASEMENT TO CITY OF HERMISTON, INSTRUMENT NO. 2018-6680358, UMATILLA COUNTY RECORDS

CHRISTOPHER GRIGGS  
 MEMBER

STATE OF OREGON  
 COUNTY OF UMATILLA

} S.S.

BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2025 APPEARED  
 THE OWNER AND ACKNOWLEDGED THE FOREGOING DECLARATION.

NOTARY PUBLIC FOR OREGON

PRINTED NAME

COMMISSION NO.

MY COMMISSION EXPIRES

**APPROVALS:**

**UMATILLA COUNTY SURVEYOR**

APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2025

UMATILLA COUNTY SURVEYOR

**HERMISTON IRRIGATION DISTRICT**

APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2025

MANAGER

**UMATILLA COUNTY TAX COLLECTOR**

TAXES ARE PAID IN FULL

APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2025

UMATILLA COUNTY TAX COLLECTOR

**HERMISTON CITY PLANNING COMMISSION**

APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2025

HERMISTON PLANNING COMMISSION CHAIRMAN

LINE TABLE		
LINE No.	LENGTH	BEARING
L1	107.00	S8° 23' 06"W
L1(R1)	106.95	N8° 21' 04"E
L2	104.93	S8° 19' 53"W
L2(R1)	104.86	S8° 21' 04"W
L3	33.01	S0° 50' 53"E
[L4]	33.01	N0° 54' 19"W
L5	490.32	S0° 54' 19"E
L6	8.83	S0° 54' 19"E
L7	131.16	S88° 57' 31"W
L8	123.56	N89° 43' 03"W
L9	57.97	N0° 33' 24"E
L10	25.20	N88° 10' 58"W
L11	14.49	N0° 00' 00"E
L12	137.80	N87° 41' 19"W
L13	86.29	N81° 29' 28"W

CURVE TABLE						
CURVE No.	RADIUS	DELTA	LENGTH	TANGENT	BEARING CHORD	CHORD
C1	470.00	3°02'26"	24.94	12.47	S80°43'03"E	24.94
C1(R1)	470.00	3°02'54"	25.01		S80°43'24"E	25.00

**REFERENCE TABLE**

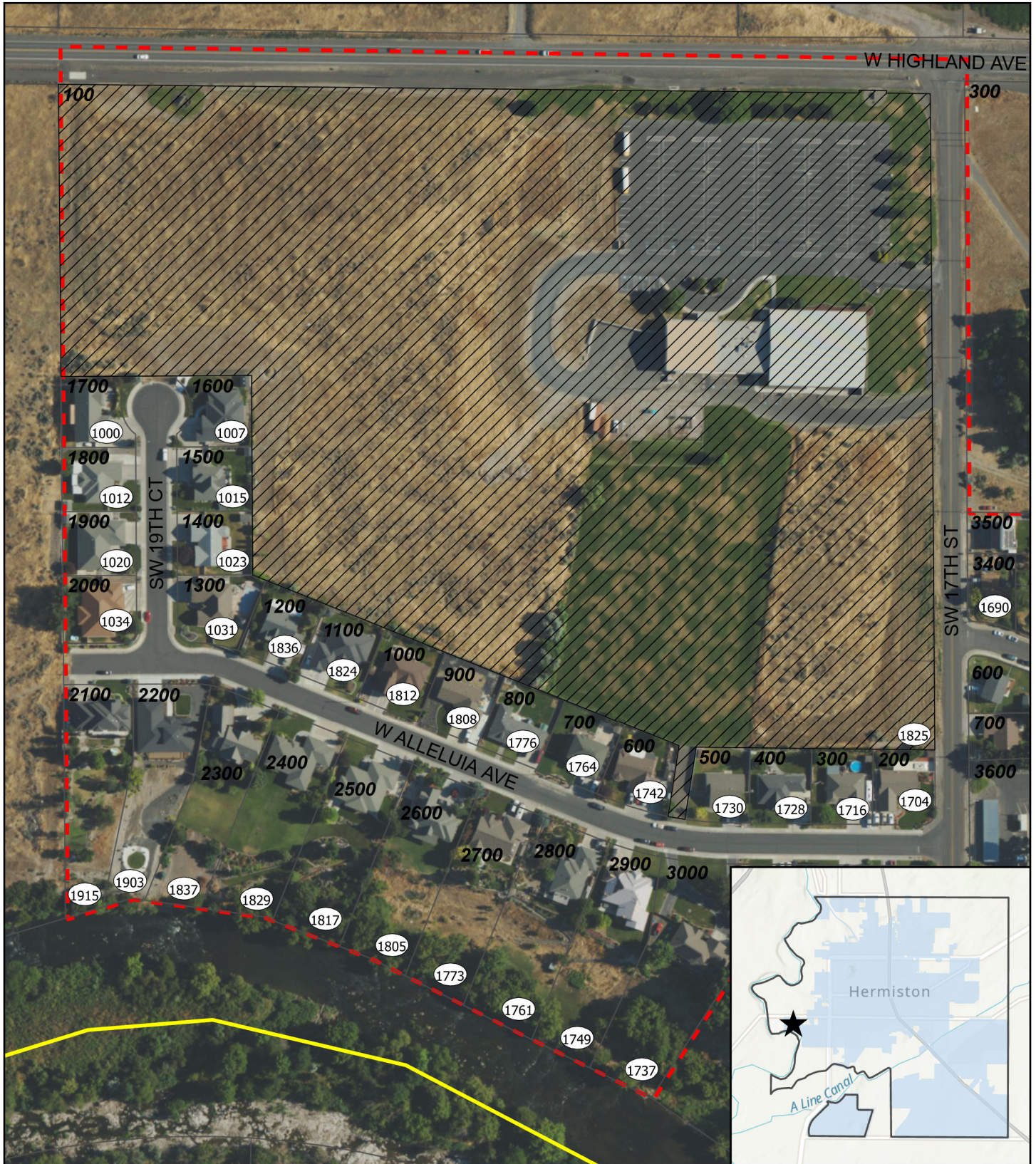
R1 PARTITION PLAT 1998-30 FOR DAN BRAMMER, BY FERGUSON SURVEYING ENGINEERING, FILED UNDER COUNTY SURVEY 98-188-B

R2 SUBDIVISION PLAT FOR NORTH RIVERVIEW HEIGHTS BOOK 13, PAGE 136, FILED UNDER COUNTY SURVEY 99-028-B.

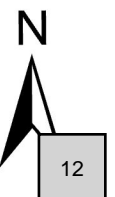
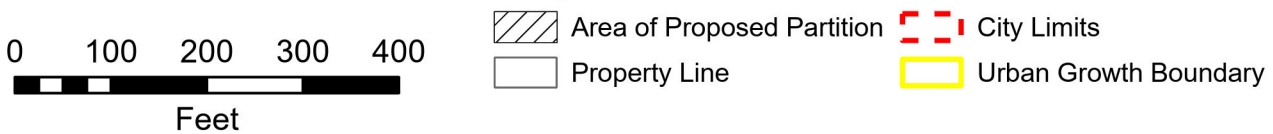
UMATILLA COUNTY OFFICE OF RECORDS

SURVEY FOR:		
<b>HERMISTON CHRISTIAN CENTER</b>		
<b>CK3, LLC</b>		
ENGINEERING-SURVEYING & PLANNING		
ONTARIO 368 SW 5TH AVE. ONTARIO, OR 97914 PHONE (541) 889-5411 FAX (541) 889-2074		
HERMISTON 945 W. ORCHARD AVE. HERMISTON, OR 97838 PHONE (541) 567-2345 FAX (541) 567-2305 WEB: CK3LLC.NET		
CHECKED BY: LCK	FIELDBOOK No. O-342	PAGE(S): 27-31
DRAWN BY: RWF	DWG FILE No.: B-1361	
APPROVED BY: LCK	FILENAME: VO24023.dwg	JOB No.: VO-24023
DATE: 12/31/2024	DATE REVISED:	SHEET: 1 of 1





## Legend





# ***HERMISTON IRRIGATION DISTRICT***



366 East Hurlburt Avenue  
Hermiston, OR 97838-2445  
Office: 541-567-3024  
Fax: 541-564-1069  
Mobile: 541-571-7698  
E-mail: [Manager@hermistonid.org](mailto:Manager@hermistonid.org)

November 4, 2024

City of Hermiston  
Planning Commission  
Clinton Spencer, Planning Director  
180 NE 2<sup>nd</sup> St  
Hermiston, OR 97838

**Re: Hermiston Christian Center  
Minor Land Partition – 4N2816BA 100**

Director Spencer,

I have reviewed the information regarding the application for a minor land partition submitted by Hermiston Christian Center for the property located at 1825 W Highland Avenue, Hermiston, OR and referenced above. My research has shown that this property is within our District boundary, however, there are no water rights located on the property. There are no HID or Federal easements on this property.

HID has no objection to this request. Thank you for the opportunity to review and comment on this application.

Respectfully,

*Karra*

Karra Van Fossen  
Water Right Specialist



*Where Life is Sweet*

Members of the Planning Commission  
**STAFF REPORT**  
 For the Meeting of February 12, 2025

**Title/Subject**

Final Plat - Henry K's Addition Phase 1 4N2813 Tax Lots 200 & 500 - 1295 SE 10th St

**Summary and Background**

Bob English of Survey One LLC has submitted a final plat for phase one of the Henry K's Addition. This is the first phase of a planned subdivision approved by the planning commission on May 8, 2024. This phase has 28 single and two-family lots, one 5.9-acre commercial lot, one 25.6-acre commercial lot south of the Union Pacific railroad tracks, one 3.17-acre lot for park purposes along the A Line Canal, and two lots of 10.19 and 29.55 acres reserved for a future development application. The 28 residential lots range in size from 6,000 to 13,000 square feet. The residential lots are zoned Medium-High Density Residential (R-3).

The planning commission's approval of the preliminary plat was subject to 13 conditions of approval, all of which are applicable to the final plat. The criteria that are applicable to the decision to accept the final plat are contained in 154.46 of the of Hermiston Code of Ordinances, governing final plat preparation.

Work is ongoing within the subdivision. Installation of public improvements is actively underway and the developer wishes to obtain approval of the plat prior to completion and acceptance of the civil improvements. This request is permissible under the city code. §154.61 of the Hermiston Code of Ordinances, relating to construction of general improvements, allows a developer to post a letter of credit or bond as a condition of approval to the final plat and receive the plat for recording with the understanding that no certificates of occupancy will be issued within the development until all public improvements are accepted. The developer has signed an agreement with the city agreeing to delivery of the bond (the agreement itself is required by Condition #2 of the planning commission's preliminary plat approval) and the city has received the bond for improvements. The development agreement and public improvement condition is satisfied even though additional work will be ongoing on-site.

Condition #13 requires the installation of a temporary turn around at the end of SE Owyn Drive. The civil improvement drawings show the installation of this turnaround as part of the overall development plan for the subdivision. However, no easement for the turnaround is presented on the final plat. Staff recommends that an easement be added to the final plat which mirrors the location of the temporary turnaround. The easement shall be vacated when the next phase of the development is platted as an additional phase will be a replat of Lot 32 of Phase 1 and an easement may be removed through a replatting process per ORS 92.185.

There are additional requirements of the plat relating to satisfaction of approval conditions and construction. The remaining requirements will be addressed in the attached findings of fact.

The preliminary plat conditions and the final plat requirements are attached to this report as Exhibit A. The map showing the property boundary and adjacent streets is attached as Exhibit B. The final plat as prepared by the surveyor is attached as Exhibit C. An aerial photo is attached as Exhibit D.

### **Tie-In to Council Goals**

Approval of final plats is a matter of administration of city ordinances.

### **Fiscal Information**

The twenty-eight (R-3) lots will result in twenty-eight new housing units with an average price of \$375,000. Each housing unit will produce an average of \$2,576 in municipal tax revenue. The net result is approximately \$72,128 in tax revenue to the city at full build-out.

### **Alternatives and Recommendation**

#### **Alternatives**

The planning commission may choose to approve or deny the final plat.

#### **Recommended Action/Motion**

Staff recommends the planning commission approve the final plat.

### **Submitted By:**

C.F. Spencer, Planning Director

## EXHIBIT A

### Conditions of Approval and Plat Requirements

#### Henry K's Phase 1 Subdivision

February 12, 2025

The preliminary plat was approved on May 8, 2024, subject to the following conditions of approval. The status of each condition is denoted below.

1. Applicant shall work with and receive certification from the Hermiston Irrigation District prior to final plat approval. Applicant should be aware that the City of Hermiston will not sign the final plat until the irrigation district has been satisfied and signs the final plat. ***Finding: The final plat contains the appropriate signature block for the Hermiston Irrigation District and the district will sign the plat upon their determination that all district requirements are satisfied.***
2. Applicant must sign an improvement agreement and shall install grading, storm drainage, curb and gutter, sidewalks, street paving, and all service utilities for this development. All improvements for each phase shall comply with city standards and specifications and shall receive final approval from the city engineer. ***Finding: The improvement agreement was executed by the developer and city. Improvement installation is ongoing. The developer has submitted a bond in the amount of \$287,000 which the city engineer agrees will cover the cost of the remaining improvements in the event the developer is unable to complete installation.***
3. Streetlights shall be installed at the applicant's cost. Once installed, the City will assume the monthly service charges. ***Finding: The developer has entered into an agreement with Pacific Power to install all street lights. The city electrical superintendent has reviewed and approved the street light plan.***
4. Applicant shall comply with all provisions of 92.12 of the Hermiston Code of Ordinances (relating to the control of blowing dust) during all phases of construction. ***Finding: This is an ongoing condition that will remain in effect after completion of public improvements and during construction of housing. The developer has filed a dust control plan with the city building department.***
5. All streets shall be designated in accordance with §94.22 of the Hermiston Code of Ordinances as detailed in the findings of fact for Chapter 94. Road A shall be labeled as a named street on the final plat with a SE prefix and Drive



suffix. ***Finding:*** Road A is designated as SE Owyn Drive on the final plat as required.

6. Applicant/owner shall improve the Lot 29 frontage of SE 10<sup>th</sup> Street with a ¾ street improvement consisting of two travel lanes, curb, gutter, and sidewalk at such time that commercial development occurs on Lot 29. ***Finding:*** No development is proposed on Lot 29 as part of the plat approval process. Development on Lot 29 will be subject to the development standards in §157.160 through 166 of the Hermiston Code of Ordinances at the time development is proposed. This condition remains in effect.
7. Comprehensive Plan Figure 12 identifies this site as an area subject to development hazards due to excessively well drained soils and restrictive foundation soils. Therefore, the City will prohibit the outdoor storage of hazardous chemicals and underground storage of gasoline and diesel fuels. Prior to the development of lots containing cemented hardpan, the city shall require a registered engineer's assessment of the design and structural techniques needed to mitigate potential hazards. ***Finding:*** This condition will remain in effect following plat approval. It is unlikely that hazardous chemical storage will be a factor in residential development but will be monitored during commercial development on Lot 29.
8. A notation shall be placed on the plat stating that Lot 1 shall not access SE 10<sup>th</sup> Street and Lots 6 and 28 shall not access SE Columbia Drive. ***Finding:*** The notation for access restriction is shown on page 1 of the final plat.
9. A per lot assessment for Lots 1 through 28 shall be established of \$1,557. The assessment will be collected at the time of building permit issuance on each lot and shall be used for replacement of the A Line Canal bridge. Said fee is based upon the residential trip cap of 325 peak hour residential trips and a development plan of 208 residential lots. Should the trip cap or lot count be amended in subsequent phases, recalculation of the fee for lots 29 and above shall be performed by the City. ***Finding:*** The city finance department has established a reserve account to assign these funds at the time of permit issuance and collection will begin upon start of housing construction.
10. Sidewalk shall be installed along the SE 10<sup>th</sup> Street frontage of Lots 1 and 30 at such time that residential development occurs on each respective lot. ***Finding:*** This condition remains in effect during all phases of construction.

11. SE Columbia Drive is designated as an urban minor collector on the Hermiston TSP and shall be designed with on-street bike lanes through the development. An on-street bike lane shall be striped on the east side of SE 10<sup>th</sup> Street adjacent to Lots 1 and 30 when residential construction commences on each lot. ***Finding: The approved civil plans reflect the required bike lane striping. As paving occurs, this striping will be added as shown on the plans.***
12. The applicant shall dedicate 32.7 feet to SE 10<sup>th</sup> Street right of way adjacent to the development to align right of way and street improvements within the public domain. ***Finding: The dedication is shown on page 2 of the final plat.***
13. A temporary turn-around shall be installed at the end of Road A until future extension of Road A to connect with SE Columbia Drive is completed. Temporary turn around shall be constructed in accordance with Appendix D (Fire Apparatus Access Roads) of the Oregon Fire Code. ***Finding: The turnaround is planned for construction on the approved civil drawings. For consistency and appropriate protection, an easement shall be added to the final plat which mirrors the location of the temporary turnaround. The easement shall be vacated when the next phase of the development is platted.***

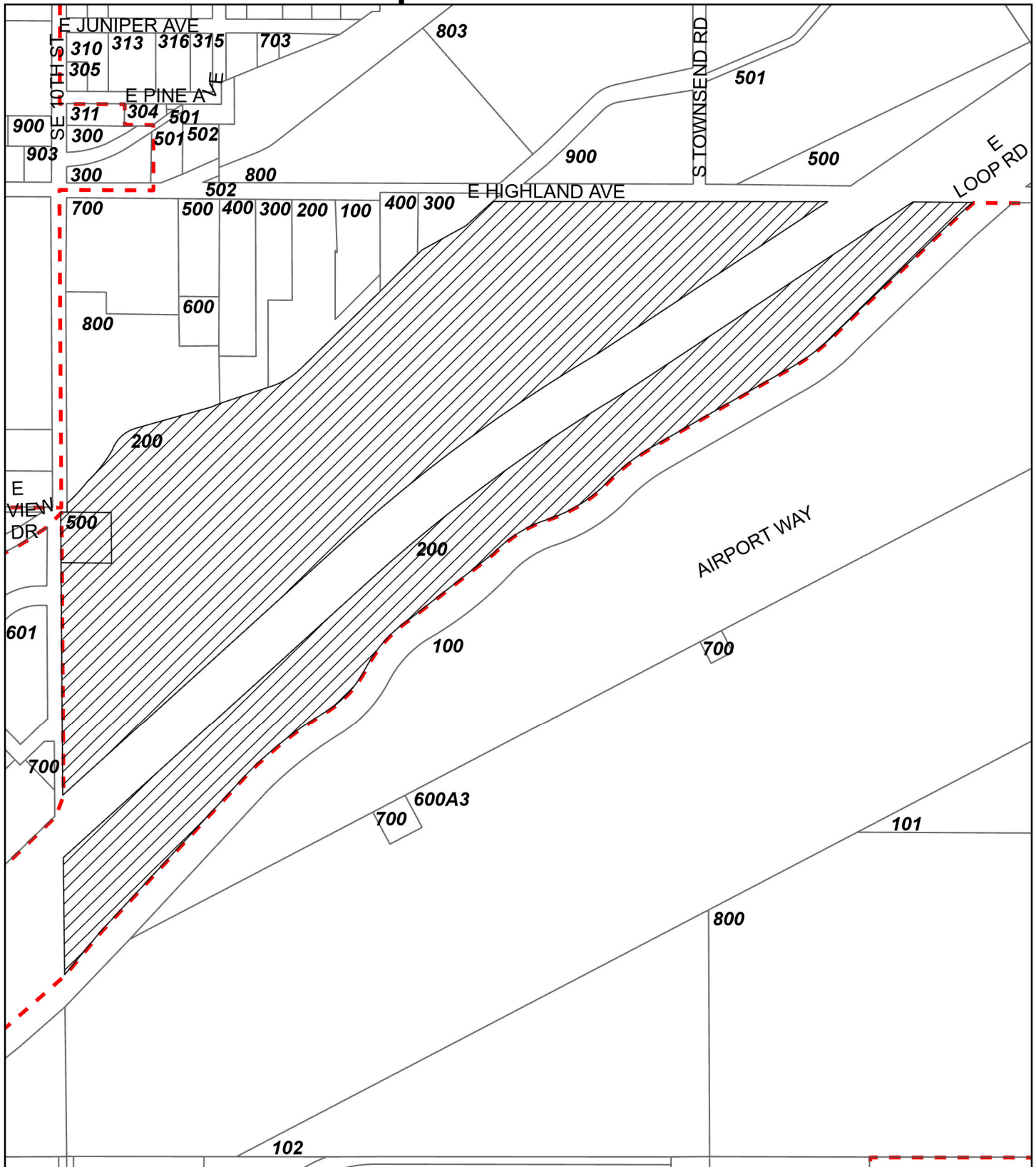
### Final Plat

Per §154.46 of the Hermiston Code of Ordinances, the final plat shall show:

- A) The boundary lines of the area being subdivided, with accurate distances and bearings. **Shown as required**
- B) The lines of all proposed streets and alleys with their width and names. **Shown as required**
- C) The accurate outline of any portions of the property intended to be dedicated or granted for public use. **Shown as required**
- D) The line of departure of one street from another. **Shown as required**
- E) The lines of all adjoining property and the lines of adjoining streets and alleys with their widths and names. **Shown as required**
- F) All lot lines together with an identification system for all lots and blocks. **Shown as required**
- G) The location of all building lines and easements provided for public use, services or utilities. **Shown as required**

- H) All dimensions, both linear and angular, necessary for locating the boundaries of the subdivision, lots, streets, alleys, easements, and other areas for public or private use. Linear dimensions are to be given to the nearest 1/10 of a foot. **Shown as required**
- I) All necessary curve data. **Shown as required**
- J) The location of all survey monuments and benchmarks together with their descriptions. **Shown as required**
- K) The name of the subdivision, the scale of the plat, points of the compass, and the name of the owners or subdivider. **Shown as required**
- L) The certificate of the surveyor attesting to the accuracy of the survey and the correct location of all monuments shown. **Shown as required**
- M) Private restrictions and trusteeships and their periods of existence. Should these restrictions or trusteeships be of such length as to make their lettering on the plat impracticable and thus necessitate the preparation of a separate instrument, reference to such instrument shall be made on the plat. **Shown as required**
- N) Acknowledgment of the owner or owners to the plat and restrictions, including dedication to public use of all streets, alleys, parks or other open spaces shown thereon, and the granting of easements required. **Shown as required**
- O) Certificates of approval for endorsement by the city council and certificate indicating its submission to the planning commission, together with approval for endorsement by other local, county and/or state authority as required by Oregon statutes. **Shown as required**

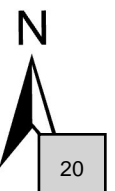
# Notice of Proposed Land Use Action



## Legend

- Area of Proposed Subdivision
- Property Line
- City Limits
- Urban Growth Boundary

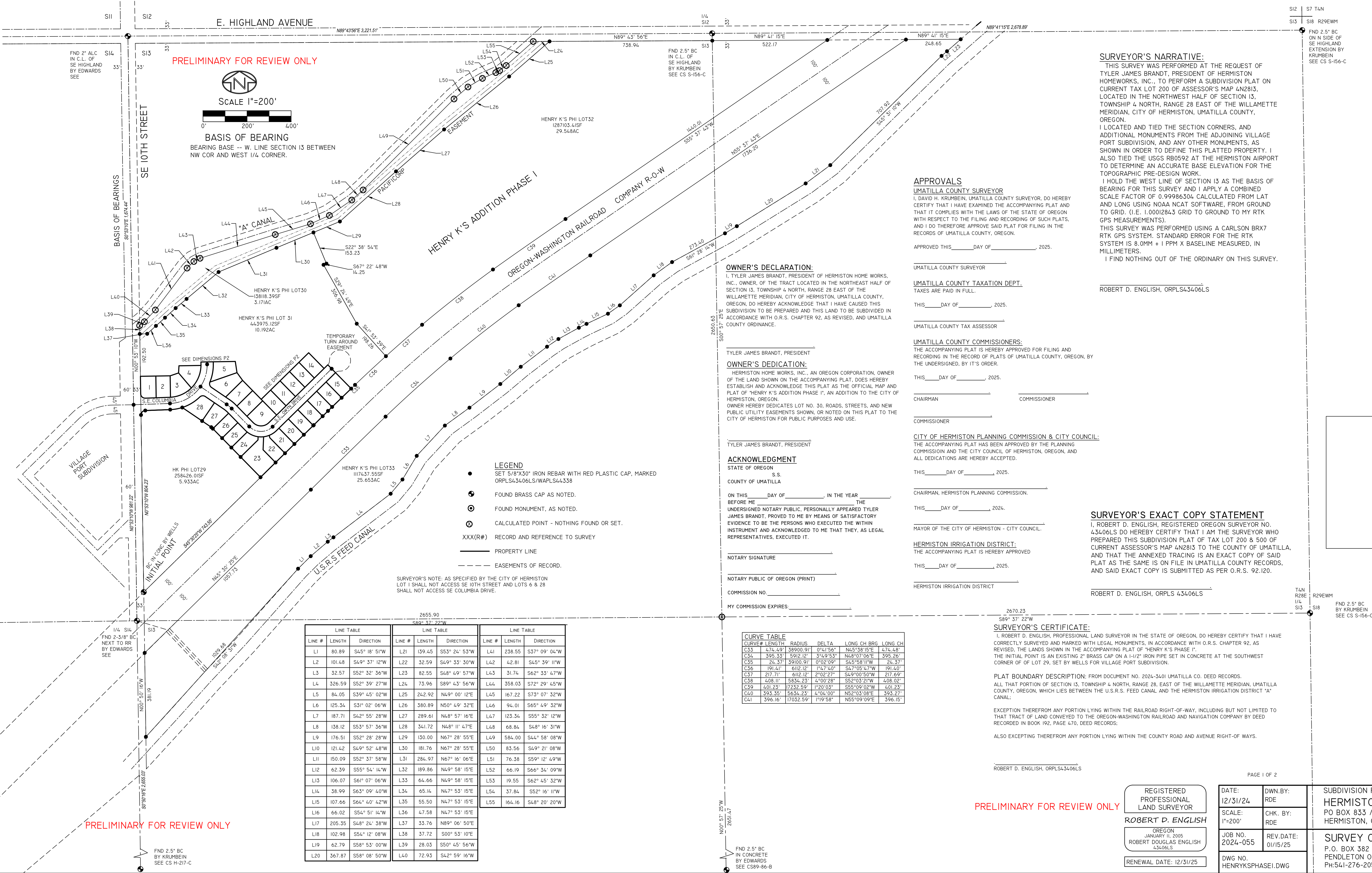
0 400 800 1,200  
Feet





UMATILLA COUNTY  
**HENRY K'S ADDITION PHASE I**  
SUBDIVISION OF CURRENT TAX LOT 200 & 500 OF ASSESSOR'S MAP 4N2813, LOCATED IN THE NORTHWEST HALF SECTION 13, TOWNSHIP 4 NORTH, RANGE 28 EAST, WILLAMETTE MERIDIAN, CITY OF HERMISTON, UMATILLA COUNTY, OREGON.

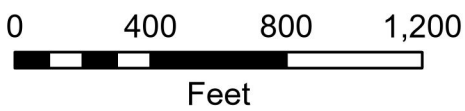
PRELIMINARY FOR REVIEW ONLY









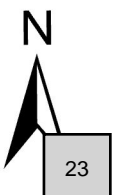






### Legend

-  Area of Proposed Subdivision
-  Property Line
-  City Limits
-  Urban Growth Boundary







*Where Life is Sweet*

Members of the Planning Commission  
**STAFF REPORT**  
 For the Meeting of February 12, 2025

**Title/Subject**

Facade Grant - Hermiston Masonic Lodge #138 4N2810DA TL 10400 - 200 W Orchard Ave

**Summary and Background**

The Hermiston Urban Renewal District has received a façade grant application for improvements to commercially zoned property located at 200 W Orchard Ave. The proposed improvements to the Masonic Lodge include the addition of exterior lighting, replacement of signage and adding an additional sign. The estimated budget for the improvements is \$8,626. The applicant is requesting an award of \$4,313. Under the terms of the grant program, the district may provide a match of up to 50% of the project budget up to a maximum award of \$20,000.

**Tie-In to Council Goals**

Urban renewal and downtown revitalization are council goals.

**Fiscal Information**

The project is eligible for up to \$20,000 in matching funds. If awarded, the grant is anticipated to be paid in the 2024-25 fiscal year, in which there is sufficient funding to accommodate the grant.

**Alternatives and Recommendation**

**Alternatives**

The planning commission may choose to approve the grant request and determine an appropriate match percentage or reject the grant request.

**Recommended Action/Motion**

When scoring the application, commissioners should determine if the project's improvements meet the criteria applied to façade improvements.

The planning commission should score the application, and the match determination will be calculated from the average of all scores.

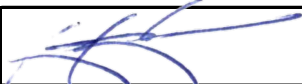
No motion is required.

**Submitted By:**

C.F. Spencer, Planning Director

# Hermiston Urban Renewal Agency

## Application for Façade Improvement Grant

Name of Applicant	Hermiston Masonic Lodge #138		
Property Address	200 West Orchard Avenue Hermiston, Oregon 97838		
Property Owner (if different)			
Owner Address (if different)			
Business Name			
Phone Number	541-314-8849	E-Mail	jde3man@outlook.com
Project Description <i>Please address the scoring criteria as much as possible. Use additional pages if necessary.</i>	<p>Additional pages added to this request.</p> <p>This request is being made to assist the lodge with continued and ongoing building renovations. This project is a bit unique as it is our intent to enhance outside lighting for an area that is very dark at night and has tremendous foot traffic.</p>		
Grant Request	\$4,313.00	Project Budget	\$8,626.00
Start Date	03/01/2025	End Date	03/31/2025
Applicant Signature		Date	01/17/2025

Please attach to this form copies of the project budget, construction drawings, property owner consent, an itemized list of improvements, and other items that are pertinent to the project.

# Hermiston Urban Renewal Agency

## Application for Façade Improvement Grant

Colors proposed

The replacement of the large circular sign and addition of an appendant body sign are blue and white.

Describe building materials proposed

Vinyl and plastic pvc materials for the signs and then commercial grade materials for the exterior lights.

Are the proposed improvements designed to contribute to the long-term health of the site and district? For example, landscape improvements are not as durable as masonry.

Yes. This area due to the location near the food pod and because of the current Kayak bus stop, has had increased foot traffic in the last 3 years. We propose to enhance the lighting on our building not only for the potential protection of our property, but to also assist in fortifying the area through enhanced lighting consistent with crime prevention through environmental design practices.

Does the proposal add new aesthetic elements beyond the existing site conditions?

If lighting counts as new aesthetic elements, then yes, absolutely.

Will the proposed improvements enhance the economic well-being of the downtown as well as the site?

I believe an argument can be made enhanced lighting can lead to lessened fears some may have in the evening hours, and that could directly lead to additional business flow to the food pod location.

# Hermiston Urban Renewal Agency

## Application for Façade Improvement Grant

Are the proposed elements scaled properly for the site and of compatible color and materials for properties within 300 feet?

Yes. The only exception may be the fact we intend to add (2) lights on the west side of our building versus (1) light. The reasoning is to provide extra light into the municipal parking lot for patrons of the food pod.

Will the proposed improvements enhance the value of the property and provide a good return on investment for the district?

I believe so. As someone who works with Hermiston Energy Services frequently regarding street light replacement and/or additions, I know firsthand the significance of target hardening via simple things such as enhanced lighting.



January 17<sup>th</sup>, 2025

Façade Grant Committee members,

Over the last decade, members of the Hermiston Masonic Lodge #138 have made significant monetary investment into the interior and exterior of our lodge building. This includes among other things, exposing and refinishing existing hardwood floors, replacing the roof, painting the exterior of the building, adding securing fencing on the east side of the building, fortifying and enhancing the front entrance, adding a locking flagpole, and installing bricks around the exterior. The lodge made these enhancements to beautify the building.

The lodge is now humbly requesting assistance to perform even more enhancements by way of replacing the large 95" circular sign on the front of the building and adding a smaller 24" circular sign to identify an appendant body that uses the building for business. The sign replacement is due to the consistent exposure to the elements on the south side of the building.

In addition, we are wanting to enhance the lighting around the building both for our sake and for that of the public. The area around the lodge has been subject to increased foot traffic and because the area is quite dark at night, we feel it is our part to assist. A request to possibly add a streetlight and to replace the bulbs of an existing streetlight on West Orchard Avenue will be made to Hermiston Energy Services. For our building, we plan to add soffit lighting and large commercial-grade LED lighting on the west side of the building facing the municipal parking lot that is used by patrons of the food pod.

The Bi-Mart building was the recent victim of a burglary attempt where several thousand dollars of damage to an existing door and locking mechanism took place. We believe enhanced lighting may assist in making the entire area less attractive to the criminal element within our community.

Regardless of the outcome of our application, we appreciate the opportunity.

Sincerely,



Jason Edmiston – member of Hermiston Masonic Lodge #138



Address: 860 West Elm Ave  
 PO Box 25  
 Hermiston, OR 97838  
 Phone: 541-567-5532  
 Fax: 541-567-7312  
 CCB# 02315

**Job name:** Hermiston Masonic Lodge-Outside lighting

**Customer Contact:** Jason Edmiston  
 jde3man@outlook.com

**Date:** 1/16/2025

**Estimator:** Brent Ottmar - brent@shelcoelectric.com

**Scope of work:**

Install LED strip accent lighting on entire front of building that will light sidewalk as well as building. Change out wall pack light to larger LED type on east side of building for sidewalk/driveway. Install LED flood lights on west side of building shining up parking lot on that side. Install conduit and boxes for wall sconce lights in entry way so it isn't barely lit. All fixtures will be controlled by a LED rated photo cell that will make them come on from dusk to dawn. Entry way will be controlled with motion activation.

<b><u>Includes:</u></b>	<b><u>Cost:</u></b>
Materials, labor and lift equipment to perform the above task.	\$5,886.00
<b>Proposed Cost:</b>	<b>\$5,886.00</b>
<b>Quote Expires:</b>	<b>2/21/25</b>

**Not Included:**

Working on weekends or after regular weekday hours.

**Terms:** Payment net 30 days

**Clause:**

*All material is guaranteed to be as specified and carries manufacture warranties. All work to be completed in a workmanlike manner according to standard practices and is warrantied for one year unless otherwise specified. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements are contingent upon strikes, accidents or delays beyond our control. Property owner shall carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance. ~ **Thank you***

**Authorized Signature:**

*Brent C Ottmar*

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**Note:** This proposal may be  
Withdrawn by us if not accepted with in  
30 days from date listed above.

**Acceptance of Proposal:**

The above prices, specifications  
and conditions are satisfactory  
and are hereby accepted. You  
are authorized to do the work  
as specified. Payment will be  
made as outlined above

**Date of acceptance:**

---

Please sign above and date. Fax or return to  
SHELCO Electric Inc. ~ **Thank you.**

# High Performance Signs

P.O. Box 1029

Hermiston, OR 97838

Ph. (541) 564-2762 \* Fax 564-2763

# Estimate

Date	Estimate #
10/10/2024	5354

Name / Address
Hermiston Masonic Lodge #138 PO BOX 1042 Hermiston, OR 97838

			Project
Description	Qty	Cost	Total
95" Circle of logo. Fabricated from two pieces of Alupanel. Does not include installation.	1	2,035.00	2,035.00
+\$565 for installation as it will require renting lifting equipment			
Thank you for the opportunity to quote your sign project.		<b>Total</b>	\$2,035.00

# High Performance Signs

P.O. Box 1029

Hermiston, OR 97838

Ph. (541) 564-2762 \* Fax 564-2763

## Estimate

Date	Estimate #
10/14/2024	5357

Name / Address
Hermiston Masonic Lodge #138 PO BOX 1042 Hermiston, OR 97838

			Project
Description	Qty	Cost	Total
24" Alupanel Circle of Scottish Rite logo. Does not include installation.	1	140.00	140.00
Thank you for the opportunity to quote your sign project.		<b>Total</b>	\$140.00