



LEBANON PLANNING COMMISSION MEETING MINUTES

April 16, 2025 at 6:00 PM

Santiam Travel Station – 750 3rd Street, Lebanon, Oregon

MISSION STATEMENT

The City of Lebanon is dedicated to providing exceptional services and opportunities that enhance the quality of life for present and future members of the community.

CALL TO ORDER / FLAG SALUTE

ROLL CALL

PRESENT

Chair Don Robertson
Vice-Chair Lory Gerig-Knurowski
Karisten Baxter
Don Fountain
Shyla Malloy
Alternate Michael Miller
Alternate Regina Thompson

ABSENT

Kristina Breshears
Alternate W. Marcellus Angellford

STAFF

Community Development Director Kelly Hart
City Manager/City Engineer Ron Whitlatch
City Attorney Tre Kennedy

MINUTES – February 19, 2025 Planning Commission Meeting

The minutes were approved as submitted.

COMMISSION REVIEW

1. Public Hearing – Planning File AR-25-02, VAR-25-02

Development proposal for a three-unit multifamily property (AR-25-02) including a Class III Variance request for lot size, setback reduction, and reverse vehicle maneuver authorization onto a public street (VAR-25-02). 1008 Hiatt Street (12S 02W 11CD, tax lot 5600)

City Attorney Kennedy reviewed the public hearing process. Chair Robertson opened the public hearing. Commissioner Malloy disclosed that she knows the applicant but affirmed that this would not affect her ability to make an impartial decision. There was no other ex parte, conflict of interest, or bias disclosed by the Commissioners.

Community Development Director Hart presented the staff report. She stated that staff finds the proposal complies with the decision criteria for an Administrative Review and Class III Variance and recommends approval of the application subject to the adoption of the Conditions of Development listed in the staff report.

Applicant testimony – Laura LaRoque, Pathfinder Land Use Consulting, the applicant's representative, provided an overview of the application.

Testimony in favor of or in opposition to the applications – None

The public hearing was closed.

In response to Chair Robertson's question, Hart explained that these types of applications would still be necessary under the proposed development code changes, as the changes do not affect multi-family dwellings.

Commissioner Fountain asked whether the alley could be vacated. Hart noted that this was discussed with the applicant, but it would require obtaining agreement from both neighboring property owners to relinquish use of the alley. Even with the alley vacation, a Class II Variance would still be required due to the property's size.

Motion to approve by Commissioner Baxter, seconded by Commissioner Malloy. Voting Yea: Chair Robertson, Vice-Chair Gerig-Knurowski, Commissioners Baxter, Fountain, Malloy, Miller and Thompson. The motion passed 7-0.

2. Public Hearing – Planning File A-25-01

Annexation of various street segments, including portions of Crowfoot Road, Kees Street, Wassom Street, and three segments of Stoltz Hill Road.

Chair Robertson opened the public hearing. Kennedy once again outlined the public hearing process. There was no ex parte, conflict of interest, or bias disclosed by the Commissioners.

Hart presented the staff report. She emphasized that this annexation only involves public right-of-way, not private property. It aims to clean up City limit boundaries and establish jurisdiction for purposes such as police enforcement and engineering actions. Approval of this action does not mandate annexation. Staff finds the proposal complies with the decision criteria for an Annexation and recommends the Planning Commission recommend the City Council approve the Annexation of the subject area for an orderly organization of the city's public rights-of-way.

Two written comments were received and shared with the commissioners and the public. One asked about the process for annexing their property. She spoke briefly with the commenter before the meeting and will follow up. She clarified that annexation does not impact speed limits and reiterated that property owners are not required to annex. If utilities are upgraded, properties may become eligible to annex, but annexation is not tied directly to street improvements.

The second comment strongly opposed the annexation, as the commenter does not wish to be annexed into the city. She again stated that this action does not affect annexation of private property.

In response to a commissioner question, Hart said that the nearest agency will respond to emergencies, and nuisance issues will be handled according to jurisdiction.

City Manager/City Engineer Whitlatch confirmed for Commissioner Thompson that while maintenance will increase, this was proposed by the engineering department. These roads are located within the urban growth boundary, with the goal of incorporating them into the city limits. This would streamline development reviews by working with a single permitting agency. He confirmed that no improvements are planned for the road segments.

Testimony in favor of the application – None

Testimony in opposition to the application – a Kees Street resident raised concerns about being forced to join the city, as they initially wanted to remain outside city limits. Hart clarified that their property is within the urban growth boundary, meaning development will occur around them, but

annexation into the city is not mandatory. She confirmed that it would not affect their tax status. Whitlatch further explained that annexation would only be necessary if the property owner needed access to city services.

Amanda Penner, Crowfoot Road resident, asked what the advantages of annexing that section of road would be, aside from becoming the sole permitting agency. Whitlatch explained that as the road is constructed to city standards, the city will take over jurisdiction, and future developments in the area are also expected to meet those standards. This helps simplify maintenance and address any jurisdictional issues.

Responding to Penner's question, Whitlatch said that the developer is required to extend utilities and make improvements along their frontage.

The public hearing was closed.

Motion to approve by Commissioner Malloy, seconded by Commissioner Fountain. Voting Yea: Chair Robertson, Vice-Chair Gerig-Knurowski, Commissioners Baxter, Fountain, Malloy, Miller and Thompson. The motion passed 7-0.

CITIZEN COMMENTS – None

PLANNING COMMISSION REORGANIZATION – ELECTION OF A NEW CHAIR AND VICE-CHAIR

Don Robertson was elected as Chair. Lori Gerig-Knurowski was elected as Vice-Chair.

COMMISSION BUSINESS AND COMMENTS

Hart said that there will be a Planning Commission meeting in May.

She also provided a quick overview of the House Bill regarding mandatory adjustments.

ADJOURNMENT – The meeting adjourned at 6:50 PM.