



128 S Main St.
PO Box 445
Condon, OR 97823
P: 541-384-2711
F: 541-384-2700
<http://cityofcondon.com/>

**AGENDA
REGULAR PLANNING COMMISSION MEETING
128 S. MAIN STREET, CONDON, OR 97823
TUESDAY, APRIL 18, 2023, 5:30 PM**

<https://us02web.zoom.us/j/89600737565?pwd=amt4eDRJdDltMlVVN2tWaGg2TWgwQT09>

- 1. CALL THE MEETING TO ORDER/ROLL CALL**
- 2. PUBLIC HEARING - City of Condon Conditional Use Permit Application #632**
 - 2.1. Open Hearing**
 - 2.2. Staff Report - Read and/or Summarized by City Planner Kirk Fatland**
 - 2.3. Applicants & Proponents Testimony**
 - 2.4. Opponents & Public Agency Testimony**
 - 2.5. Questions by Planning Commissioners to Applicant or Proponents**
 - 2.6. Close Hearing**
 - 2.7. Planning Commission Deliberation, Decision or Postpone**
- 3. REVIEW & APPROVE MINUTES**
 - 3.1. Review & Approve March 21, 2023 Planning Commission Meeting Minutes**
- 4. DISCUSS FAIRWAY HOUSING SUBDIVISION PROCESS**
- 5. DISCUSS MORATORIUM ON SHORT-TERM RENTALS**
- 6. OTHER**
- 7. ADJOURN**

If necessary, Executive Session may be held in accordance with ORS 192.660(2)(). As this is a regular meeting of the Condon City Council, other matters may be addressed as deemed appropriate by the Council. Assisted listening device is available for persons with impaired hearing and should be scheduled for council meetings three working days prior to the Council meeting. The City of Condon is an Equal Opportunity Provider and Employer. Complaints of discrimination should be sent to City of Condon Administrator, PO Box 445, Condon, OR 97823.

Agenda prepared and distributed April 11, 2023



128 S. Main St
PO Box 445
Condon, OR 97823-0445
Tel. (541) 384-2711
Fax (541) 384-2700

Email: admin@cityofcondon.com

City of Condon Development Permit Application

CITY OF CONDON
Community Development Department
128 S. Main Street
P. O. Box 445
Condon, OR 97823

Date Issued _____
Building Permit Log #632 _____

TYPE OF LAND USE ACTION OR DECISION

☒ Building Permit ☐ Variance ☒ Conditional Use Permit ☐ Site Plan Review
☐ Comprehensive Plan/Zoning Map Amendment ☐ Other

APPLICANT

Name City of Condon
Address 128 S. Main St - POB 445
Condon, OR 97823
Telephone # 541-384-2711
E-mail admin@cityofcondon.com

LEGAL OWNER (If Different than Applicant)

Name _____
Address _____
Telephone # _____

PROPERTY INFORMATION

Address 1034 S. Jefferson Street
Map & Tax Lot 4S21E10DC TL2200
Zone District/Overlay Open/Public
Oregon State Highway access ☐ [Yes] ☒ [No]

If yes, property owner must obtain appropriate Permits from Oregon Dept. of Transportation.

GENERAL INFORMATION

Describe current use of the property Bare ground

Describe how proposal will change use of property Adding a machine shed to store city equipment

**INFORMATION REQUIRED FOR
Development Permit Application Review**

- ☐ 1 and 2 family residential development: *Scaled plot plan indicating property boundaries, setbacks, building location(s) with orientation(s), garage/carport/parking location and surface material Height of structures, street address, utility locations if known, and other information as required by Ordinance.*
- ☐ Multi-family, Conditional Use, Commercial or Industrial Development: *Detailed site plan, utilities, drainage, off street parking, landscaping, building footprints, outside lighting, proposed signs, and other information as required by Ordinance.*
- ☒ Other: Building permit and Conditional Use Permit

Kathryn Bruner 3/20/23
Signature of Applicant Date

Signature of Property Owner* Date

*Notarized Owner Consent Letter may substitute for signature of property owner

STAFF REVIEW:

ZONE DISTRICT: _____ GEOHAZARD ZONE: _____

HISTORIC DISTRICT/STRUCTURE: ☐ YES ☐ NO

FLOOD DESIGNATION: _____

PREVIOUS PLANNING ACTIONS: _____

ARE THERE EROSION CONTROL ISSUES? ACCESS ISSUES? DOES THE PROPERTY HAVE ALL UTILITIES AND PUBLIC IMPROVEMENTS SUCH AS SIDEWALKS, SEWER AND WATER? ARE THERE ANY OTHER ITEMS THAT NEED ATTENTION?

DATE OF THE SITE VISIT: _____ PLANNER: _____

PLANNING APPROVAL: _____

PUBLIC WORKS APPROVAL: _____

JEFFERSON ST.

-275-

TRANSFORMER
POLE 1

-20'-

-28-

MATNEY ST.

TRUCK SHED

104

(City of Concord)
proposed sight plan
for equipment shed



128 S. Main St
PO Box 445
Condon, OR 97823-0445
Tel. (541) 384-2711
Fax (541) 384-2700
Email: admin@cityofcondon.com

City of Condon Development Permit Application

CITY OF CONDON
Community Development Department
128 S. Main Street
P. O. Box 445
Condon, OR 97823

Date Issued _____
Building Permit Log #632 _____

TYPE OF LAND USE ACTION OR DECISION

☒ Building Permit ☐ Variance ☒ Conditional Use Permit ☐ Site Plan Review
☐ Comprehensive Plan/Zoning Map Amendment ☐ Other

APPLICANT

Name City of Condon
Address 128 S. Main St - POB 445
Condon, OR 97823
Telephone # 541-384-2711
E-mail admin@cityofcondon.com

LEGAL OWNER (If Different than Applicant)

Name _____
Address _____
Telephone # _____

PROPERTY INFORMATION

Address 1034 S. Jefferson Street
Map & Tax Lot 4S21E10DC TL2200
Zone District/Overlay Open/Public
Oregon State Highway access ☐ [Yes] ☒ [No]

If yes, property owner must obtain appropriate Permits from Oregon Dept. of Transportation.

GENERAL INFORMATION

Describe current use of the property Bare ground

Describe how proposal will change use of property Adding a machine shed to store city equipment

**INFORMATION REQUIRED FOR
Development Permit Application Review**

- ☐ 1 and 2 family residential development: *Scaled plot plan indicating property boundaries, setbacks, building location(s) with orientation(s), garage/carport/parking location and surface material Height of structures, street address, utility locations if known, and other information as required by Ordinance.*
- ☐ Multi-family, Conditional Use, Commercial or Industrial Development: *Detailed site plan, utilities, drainage, off street parking, landscaping, building footprints, outside lighting, proposed signs, and other information as required by Ordinance.*
- ☒ Other: Building permit and Conditional Use Permit

Kathryn Bruner 3/20/23

Signature of Applicant

Date

Signature of Property Owner*

Date

*Notarized Owner Consent Letter may substitute for signature of property owner

STAFF REVIEW:

ZONE DISTRICT: _____ GEOHAZARD ZONE: _____

HISTORIC DISTRICT/STRUCTURE: ☐ YES ☐ NO

FLOOD DESIGNATION: _____

PREVIOUS PLANNING ACTIONS: _____

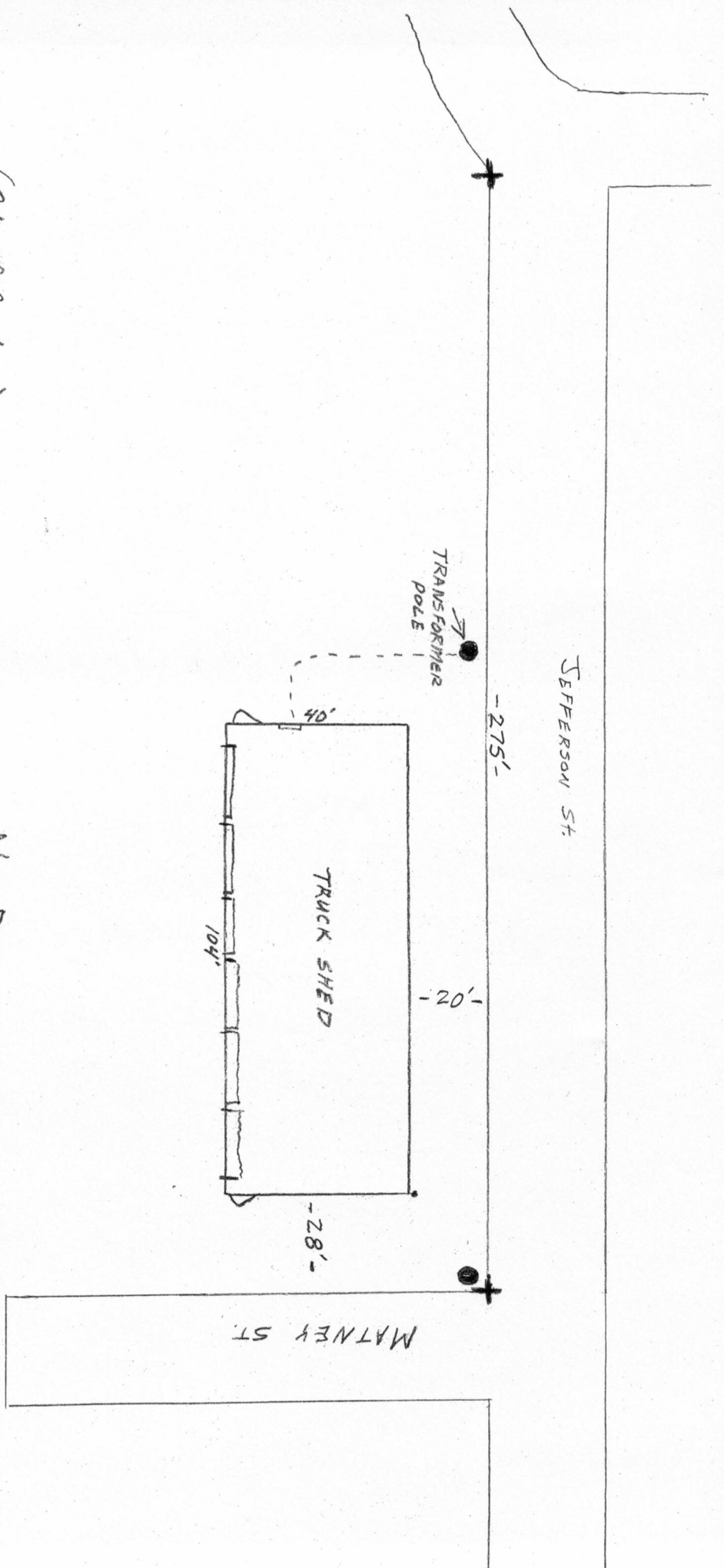
ARE THERE EROSION CONTROL ISSUES? ACCESS ISSUES? DOES THE PROPERTY HAVE ALL UTILITIES AND PUBLIC IMPROVEMENTS SUCH AS SIDEWALKS, SEWER AND WATER? ARE THERE ANY OTHER ITEMS THAT NEED ATTENTION?

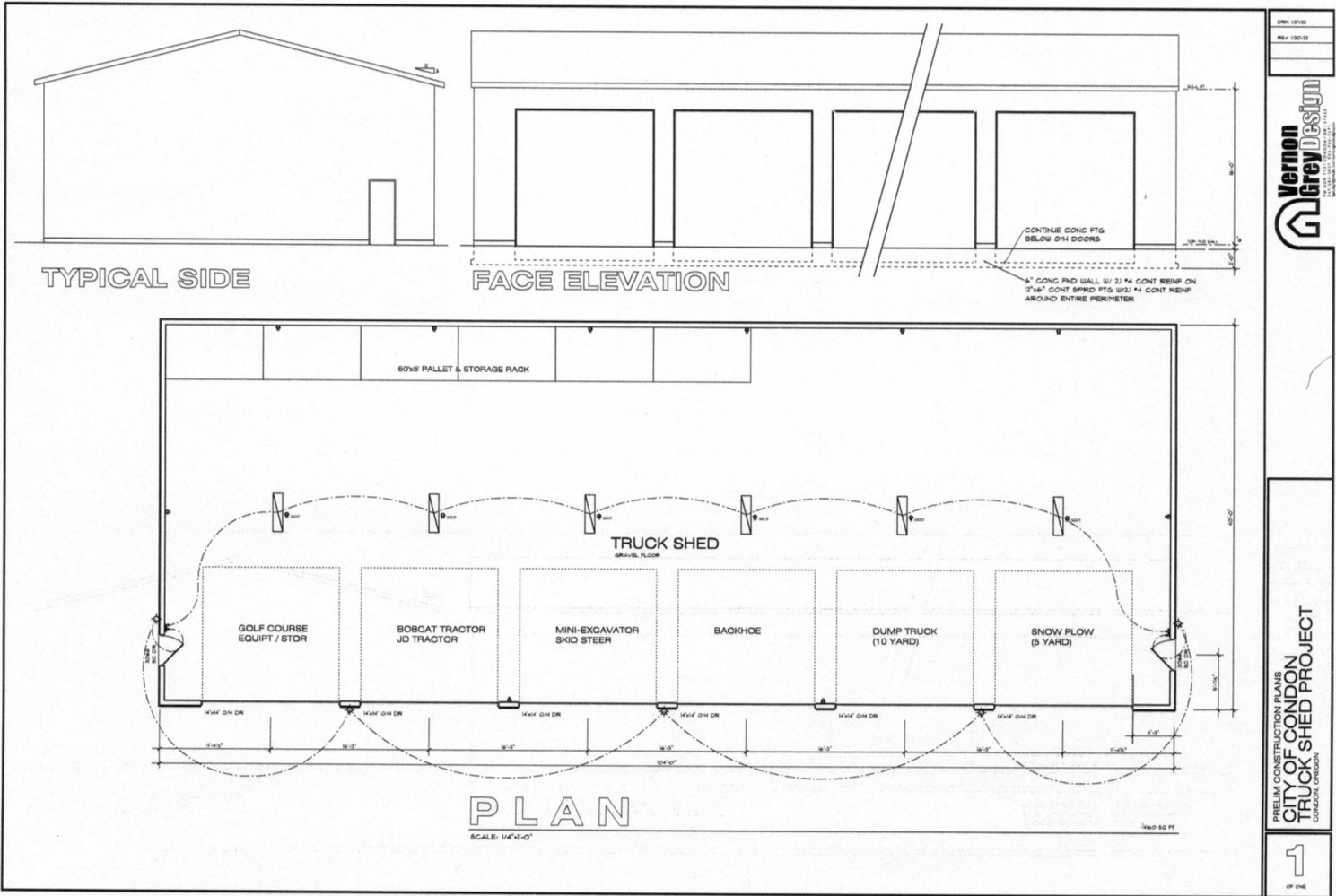
DATE OF THE SITE VISIT: _____ PLANNER: _____

PLANNING APPROVAL: _____

PUBLIC WORKS APPROVAL: _____

(City of Condon)
proposed sight plan
for equipment shed







128 S Main St.
PO Box 445
Condon, OR 97823
P: 541-384-2711
F: 541-384-2700

**CITY OF CONDON
WORK SESSION AGENDA
MARCH 21 2023 PLANNING COMMISSION
Tuesday, March 21, 2023, 5:30 PM
CONDON CITY HALL**

1. ZOOM LINK

1.1. <https://us02web.zoom.us/j/86308014954?pwd=aHBiZDFrNnhnbjViMS9TdGZQY2ZGZz09>

Meeting ID: 863 0801 4954

Passcode: 760920

One tap mobile

+12532050468,,86308014954#,,,*,760920# US

2. Call the Meeting to Order

Planning Commissioner Chair Cody Bettencourt called the meeting to order at 5:31 p.m.

Present: Planning Commissioners Cody Bettencourt, Haylee Potter, Vernon Grey, Mark Wilson; Staff - City Administrator Kathryn Greiner and Planning Consultant Kirk Fatland.

Absent: Planning Commissioner Rachel Weinstein

3. OATH OF OFFICE - COMMISSIONERS MARK WILSON & RACHEL WEINSTEIN

Chair Bettencourt administered the Oath of Office to Mark Wilson.

4. PUBLIC HEARING - JUNIPER RIDGE HOME & DEVELOPMENT - SITE PLAN REVIEW - APPLICATION #630

4.1. Open Hearing

Chair Bettencourt opened the hearing at 5:32 p.m.

Chair Bettencourt asked if any of the commissioners had a conflict of interest, ex part contact or a person biased towards the application brought forward by Juniper Ridge Home & Development.. Commissioner Grey stated that he had a conflict of interest due to drafting the plan and working with the owner in the process. No other commissioner had a conflict, bias or ex part contact. No commissioner was challenged on their hearing this application.

4.2. Staff Report - Read & Summarized by City Planner Kirk Fatland

Fatland summarized the staff report for the commissioners stating that there were two issues to approve - a Site Plan and variance on the landscaping requirements. Fatland stated that the project is to partition the interior of the building into storage units that will not be staffed. The intent of the ordinance is to allow the planning commission to be aware of a change of use of a property. The property has ample parking spaces that are paved to meet the requirements for a business, but Fatland said that it would be uncommon to have all the requirements of the parking spaces filled at one time for a storage unit business. The ordinance requires 15% of the area to be landscaped according to a plan, but due to the majority of the lot covered in asphalt, the applicant asked for a variance. The request is for 1% landscape with the placing of planters on the front of the building to satisfy this requirement. Commissioner Grey stated that there is ample space to back up from the parking spaces that will not impede traffic on Ward Street. Commissioner Wilson asked for clarification of what would be approved and it stated that it would be the site plan that includes change of use and the landscape variance.

Chair Bettencourt asked if there were any other questions with none being asked by the commissioners.

4.3. Applicant & Proponents Testimony



128 S Main St.
PO Box 445
Condon, OR 97823
P: 541-384-2711
F: 541-384-2700

None

4.4. Opponents & Public Agency Testimony

None

4.5. Close Hearing

Chair Bettencourt closed the hearing at 5:43 p.m.

4.6. Planning Commission Deliberation, Decision or Postpone

A motion was made by Commissioner Potter to approve the site plan and landscape variance for Juniper Ridge Home and Development. The motion was seconded by Commissioner Wilson. Voting Yes were Commissioners Bettencourt, Wilson and Potter; Abstain - Commissioner Grey; No - None - Motion passed.

5. Discuss & Review Moratorium on Short Term Rentals

CA Greiner explained that the council has asked her to develop an ordinance for their April 5 meeting to pass a moratorium on short term rentals in Condon. The proposed ordinance would pause accepting applications for short-term rentals for six months to work through possible changes to the zoning ordinance where short-term rentals are located and to the transient tax. Fatland stated that he has worked with other cities to determine rules that can be enforced or monitored for the amount of short-term rentals allowed and how they are monitored for transient tax collection. CA Greiner stated that any changes to the zoning will come to the planning commission for review and input. She also noted that she intends to invite current short-term rental property owners to attend and participate in these conversations. The issues have been complaints from adjacent landowners about short-term rentals, lack of long-term rentals and the ability to collect transient tax on current rentals. The proposed moratorium will go to the council April 5 and CA Greiner will give an update at the April Planning Commission meeting.

6. Discuss & Review Fairway Housing Subdivision

CA Greiner shared with the planning commission a proposal for the design of a subdivision of lots on the city's Fairway Housing project adjacent to the golf course. The plan was done by Tenneson Engineering with assistance from Fatland, who is their planner, and consists of approximately 50 lots that are 5,500 square feet. Without a plan, the city cannot move forward with infrastructure for housing projects. If the city approves the layout of the lots, CA Greiner will start the subdivision process that will go through the planning commission. She has received estimates of surveying and monument placement for the area, and the council has directed her to put in funds for infrastructure in the 2023-24 budget. Fatland stated that the subdivision process goes through the planning commission with the first step of tentative plans.

6.1. Tentative Mapping and Subdivision Information

7. Other

7.1. Review & Approve the January 17, 2023 Planning Commission Meeting Minutes

A motion was made by Commissioner Grey to approve the January 17, 2023 planning commission meeting minutes. The motion was seconded by Commissioner Potter and approved unanimously.

7.2. Other City Planning Issues

CA Greiner stated that the city will have a Conditional Use Permit for a city shop near the current city shop on South Jefferson Street. It is a requirement in the city's code of ordinances in the Public/Open Spaces zone. The shop is to house the city's equipment and is still within city limits.

CA Greiner gave an update on the Condon Grade School facility stating that it was going to be transferred to the non-profit of the Port of Arlington Environmental Sentry Corporation for abatement and possible redevelopment. The transfer is anticipated to be completed next month and abatement is estimated to be completed in 2023. It has been discussed that it will be used for housing and potentially community space, which is yet to be determined. Talking with funders of non-profits last month, CA Greiner stated that housing is not something that is funded through those organizations unless there is a community center component. There is a tentative landscape plan for the playground area of the CGS campus which Commissioner Potter requests be emailed. The use of the playshed will be determined after abatement.



128 S Main St.
PO Box 445
Condon, OR 97823
P: 541-384-2711
F: 541-384-2700

Commissioner Potter asked about the PCDC grants for rentals, and she was directed to inquire to PCDC directly.

Chair Bettencourt asked about the absence of Commissioner Weinstein, and CA Greiner will contact her to see if she is still interested in serving on the planning commission. Commissioner Grey stated that Commissioner Weinstein was a valuable member of the planning commission.

8. Adjourn

Chair Bettencourt adjourned the meeting at 6:16 p.m.

Chair Cody Bettencourt

Date

Attest: _____ City Administrator Kathryn Greiner