



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

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

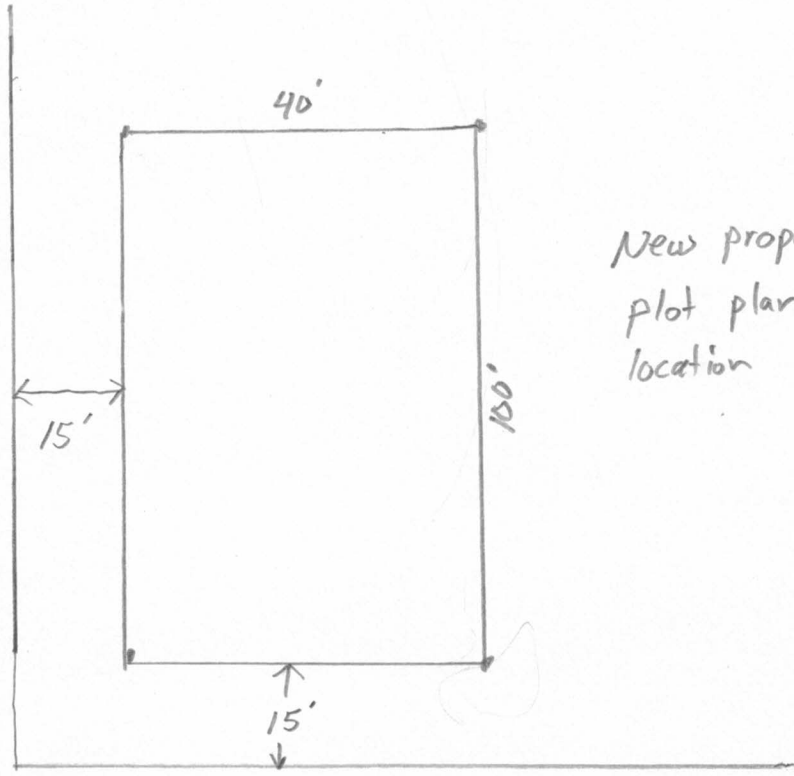
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1. **CALL THE MEETING TO ORDER/ROLL CALL**
2. **PUBLIC HEARING - City Application #632 - City Shop Revision Site Plan/CUP**
 - 2.1. **Open Hearing**
 - 2.2. **Staff Report - Read and/or Summarized**
 - 2.3. **Applicants & Proponents Testimony**
 - 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 June 20, 2023 Planning Commission Meeting Minutes**
4. **OTHER**
 - 4.1. **Historic District Review - Administrative Decision - Kellie Hill**
5. **ADJOURN**

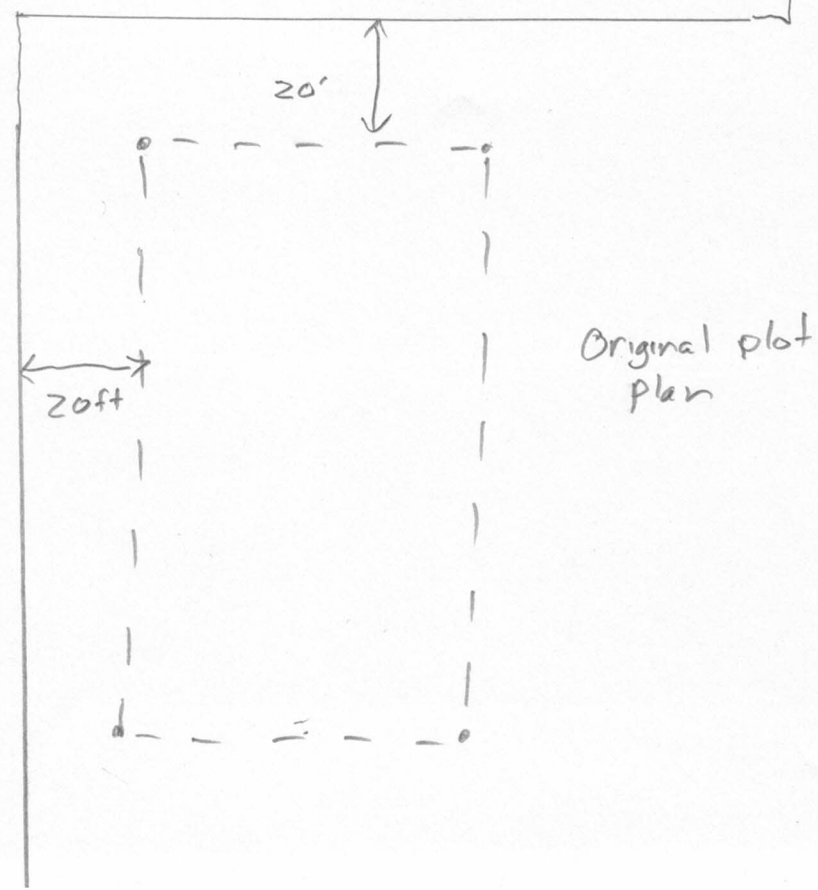
If necessary, Executive Session may be held in accordance with ORS 192.660(2)() As this is a regular meeting of the Condon City Council, other matters may be addressed as deemed appropriate by the Council. Assisted listening device is available for persons with impaired hearing and should be scheduled 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 July 12, 2023

Jefferson St



Matney St





TENNESON

ENGINEERING CORPORATION

CONSULTING ENGINEERS • SURVEYORS • PLANNERS

3775 CRATES WAY
THE DALLES, OR 97058

PHONE (541) 296-9177
FAX (541) 296-6657

July 7, 2023

City of Condon
Planning Commission
128 South Main Street
Condon, Oregon 97823

Reference: City Equipment Storage Building CUP Amendment
Staff Report Update

Dear Commissioners,

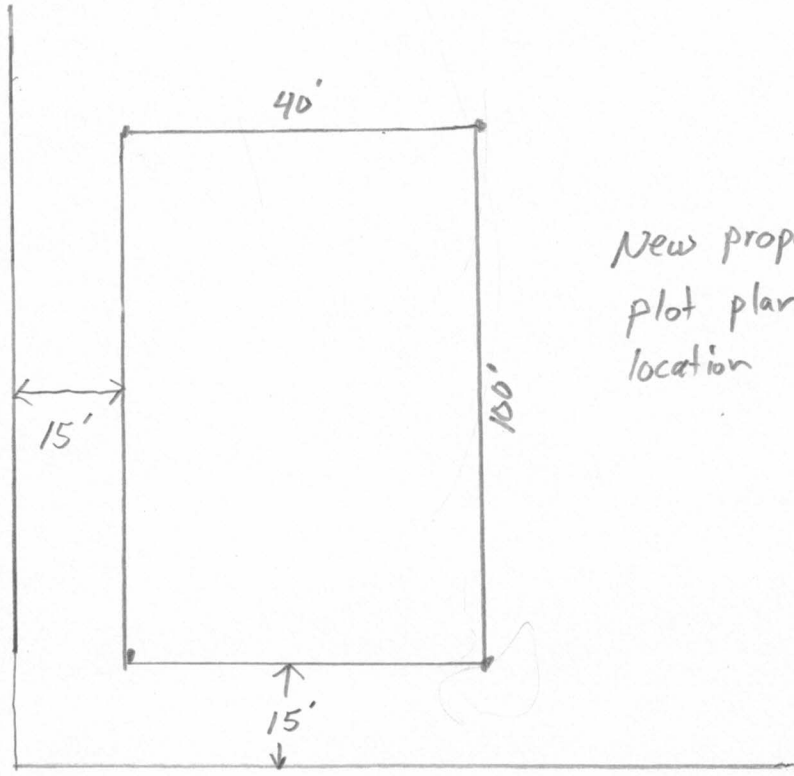
At the April 18th Planning Commission meeting the Commission approved a Conditional Use Permit allowing the City of Condon to construct a 4,160 square foot equipment storage building on Jefferson Street adjacent to the wastewater treatment facility. The City has submitted a plan revision that would locate the building further to the north, across undeveloped Matney Street. The new proposed setbacks are 15 feet from Jefferson Street and 15 feet from Matney Street. There are no setback requirements in the Open Space/Public Facilities Zone. Attached to this letter is the updated site plan as well as the previous staff report. All findings of fact addressing the conditional use criteria remain relevant for the amended proposal. A public hearing will be held at the upcoming Planning Commission meeting to consider the proposal. Please reach out if you have any questions in the meantime.

Sincerely,

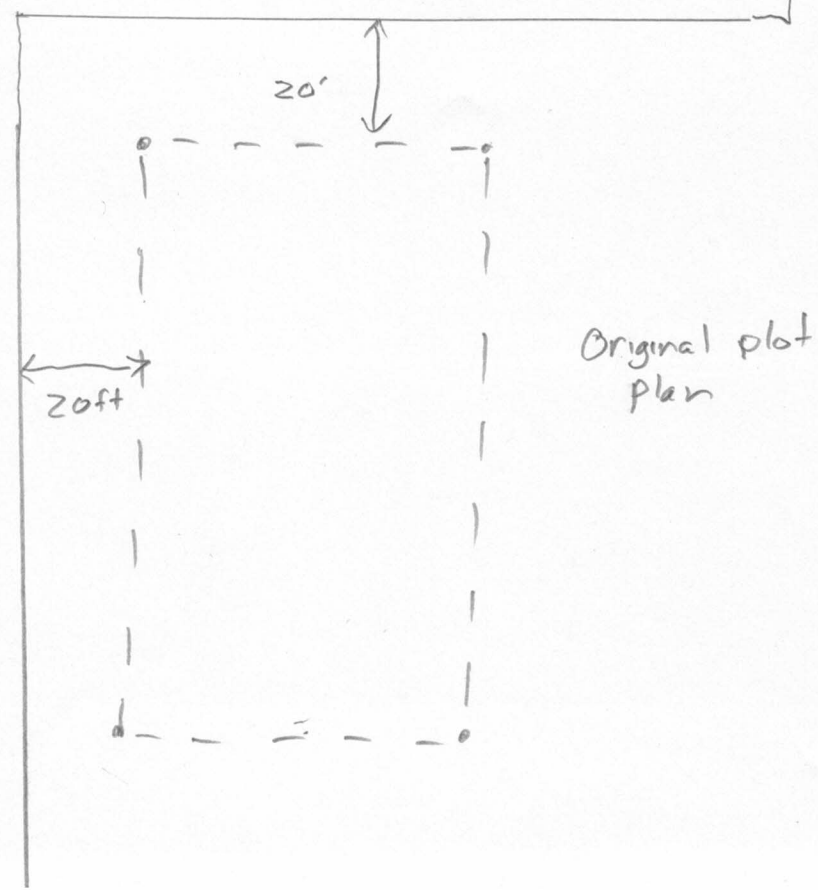
Kirk T. Fatland

Kirk Fatland, contract planner

Jefferson St



Matney St





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3775 CRATES WAY
THE DALLES, OR 97058

PHONE (541) 296-9177
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April 3, 2023

City of Condon
Planning Commission
128 South Main Street
Condon, Oregon 97823

Reference: City Equipment Storage Building CUP
Staff Report

Report Prepared By:	Kirk Fatland, Contract Planner
Applicant:	The City of Condon
Procedure Type:	Quasi-Judicial
Decision Date:	April 18, 2023
Location:	Taxlot 2200, 04S-21E-10DC
Comprehensive Plan Designation:	Open Space/Public Facilities
Zoning District:	OS

Request and Background Information: The application under consideration is a 4,160 square foot equipment storage building on Jefferson Street, adjacent to the wastewater treatment facility. The building is proposed by the City of Condon on land under the City's ownership. New public buildings are considered a Conditional Use in the OS Zone. The proposed storage building will contain six storage bays and measure 104' by 40'.

Notice: The requisite notices were mailed to adjacent property owners and published in the *Times-Journal* newspaper.

Comments Received: No public comments were received by the writing of this report.

Recommendation: Planning Staff recommends approval based upon the following findings of fact.

¶ **152.302 OPEN SPACE/PUBLIC FACILITIES - OS.**

USES. Buildings or structures hereafter erected, structurally altered, enlarged, or moved and land hereafter used in the OS Open Space zone shall comply with the following regulations.

(2) *CONDITIONAL USES.*

(A) *Public utilities.*

(B) *Public services.*

(C) *City, County and State facilities.*

FINDING: The proposed equipment storage building is a City facility and is to be processed as a Conditional Use.

¶ **152.501 AUTHORIZATION TO GRANT OR DENY CONDITIONAL USES.**

(1) Conditional uses listed in this chapter may be permitted, enlarged, or otherwise altered upon authorization by the Planning Commission in accordance with the standards and conditions in this section. The site plan review requirements and procedure are incorporated into the conditional use requirements. A site plan showing the proposed conditional use will become a permanent part of the record. Applicants are encouraged to review the site plan review procedure and requirements in preparing a conditional use application. In permitting a conditional use or the modification of a conditional use, the Planning Commission may impose, in addition to those standards and requirements expressly specified by the chapter, any additional conditions which the Planning Commission considers necessary to protect the best interest of the surrounding property or the city as a whole.

(2) *STANDARDS FOR GRANTING CONDITIONAL USES.*

(A) The proposal will be consistent with the Comprehensive Plan and the objectives of the Zoning Code and other applicable policies of the city.

FINDING: The proposed building is a storage building for the City's Public Works Department equipment. All governmental facilities are allowed in the OS Zone through a Conditional Use process.

(B) Taking into account location, size, design and operation characteristics, the proposal will have minimal adverse impact on the (a) livability, (b) value, and (c) appropriate development of abutting properties and the surrounding area compared to the impact of development that is permitted outright.

FINDING: The storage building is proposed to be located adjacent to the wastewater

treatment facility to minimize the visual impact on surrounding areas. There are few residences in the immediate vicinity, the proposal will likely have no impact on the livability or value of these properties.

(C) The location and design of the site and structures for the proposal will be as attractive as the nature of the use and its setting warrants.

FINDING: The area where the building is proposed is the location of other City facilities such as the wastewater treatment ponds and outdoor equipment storage. The City has determined that this location would have the least impact compared to other City owned properties. The proposed building would also ensure equipment is contained within a building and would minimize outdoor storage.

(D) The proposal will preserve assets of particular interest to the community.

FINDING: The proposal ensures adequate storage facilities for the Public Works Department. The building will have no negative impact on other assets of the community.

(E) The applicant has a bona fide intent and capability to develop and use the land as proposed and has some appropriate purpose for submitting the proposal, and is not motivated solely by such purposes as the alteration of property values for speculative purposes.

FINDING: The City intends to begin construction as soon as possible after receiving Planning Commission approval.

(3) PLACING CONDITIONS ON A PERMIT. In permitting a new conditional use or the alteration of an existing conditional use, the Planning Commission may impose conditions which it finds necessary to avoid a detrimental impact and to otherwise protect the best interests of the surrounding area or the community as a whole. These conditions may include the following.

(A) Increasing the required lot size or yard dimension.

(B) Limiting the height, size or location of buildings.

(C) Controlling the location and number of vehicle access points.

(D) Increasing the street width.

(E) Increasing the number of required off-street parking spaces.

(F) Limiting the number, size, location and lighting of signs.

(G) Requiring diking, fencing, screening, landscaping or other facilities to protect adjacent or nearby property.

(H) Designating sites for open space.

(I) Requiring proper drainage and pest control.

(J) Placing time limits on the use and requiring periodic reviews.

FINDING: The Planning Commission may include additional conditions as part of an approval of the proposal.



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			
<input checked="" type="checkbox"/> Building Permit	<input type="checkbox"/> Variance	<input checked="" type="checkbox"/> Conditional Use Permit	<input type="checkbox"/> Site Plan Review
<input type="checkbox"/> Comprehensive Plan/Zoning Map Amendment		<input type="checkbox"/> 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?

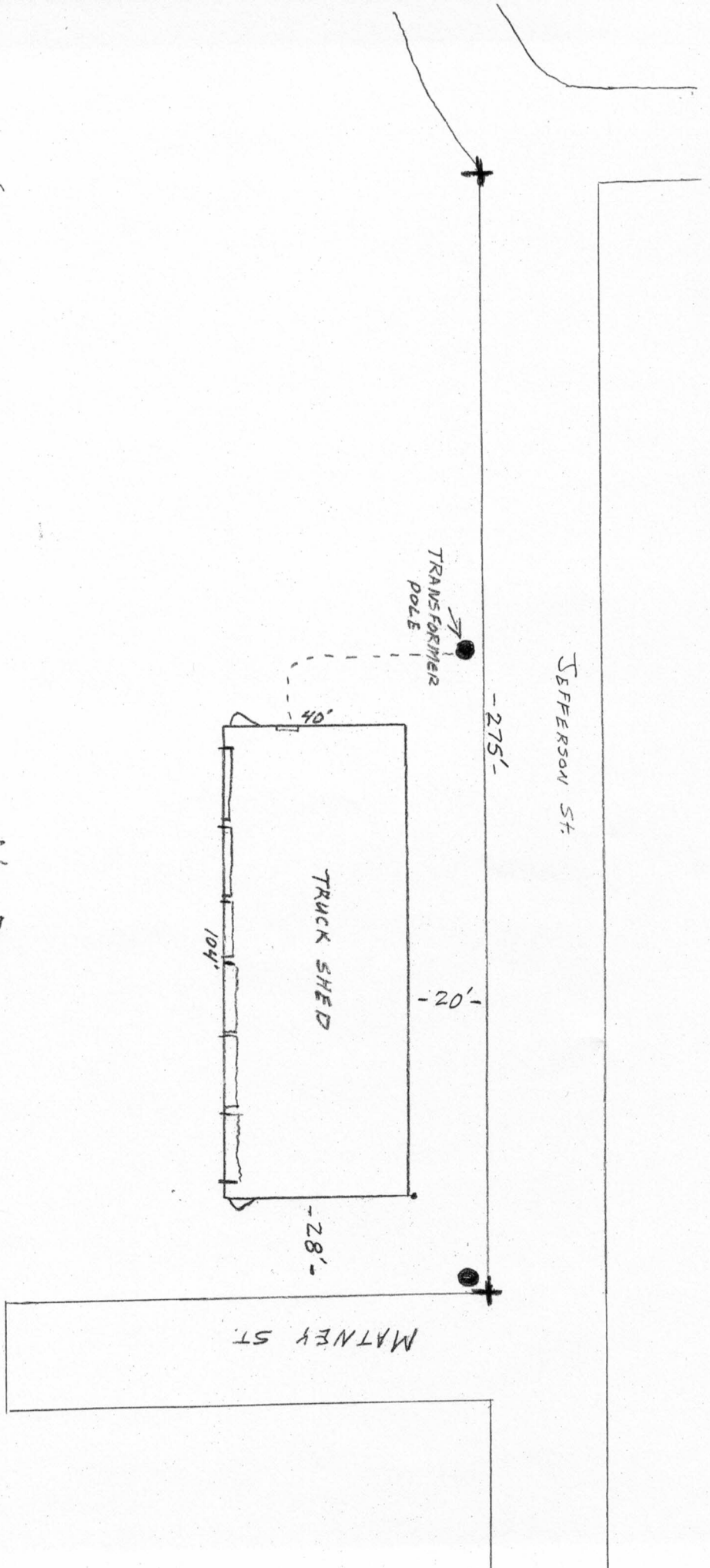
DATE OF THE SITE VISIT: _____

PLANNER: _____

PLANNING APPROVAL: _____

PUBLIC WORKS APPROVAL: _____

(City of Condon)
proposed sight plan
for equipment shed



MATNEY ST



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Condon, OR 97823
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<http://cityofcondon.com/>

**MINUTES
REGULAR PLANNING COMMISSION MEETING
128 S. MAIN STREET, CONDON, OR 97823
TUESDAY, JUNE 20, 2023, 5:30 PM**

1. CALL THE MEETING TO ORDER/ROLL CALL

Planning Commission Chair Cody Bettencourt called the meeting to order at 5:32 p.m.

Present: Planning Commissioners - Cody Bettencourt, Vernon Grey, Haylee Potter and Mark Wilson; Staff - City Administrator Kathryn Greiner, Public Works Superintendent Gibb Wilkins; Planning Consultant Kirk Fatland and Engineer of Record Dave Wildman.

Absent: Planning Commissioner Rachel Weinstein

2. PUBLIC HEARING - Condon Early Learning Center Conditional Use Permit/Site Plan Review Application #633

2.1. Open Hearing

Commissioner Bettencourt opened the public hearing for application #633 of the Condon Early Learning Center Conditional Use Permit and Site Plan Review at 5:32 p.m.

Commissioner Bettencourt read the rules of the hearing and asked if any Commissioners had conflicts, ex part contact or bias with the application. Commissioner Potter stated that he had a potential conflict due to working at the CELC and had seen and discussed the plans with their staff. She stated that she was receiving no financial benefit and could make a decision based on the facts. Commissioner Bettencourt asked if the audience had any issue or challenge any of the commissioners listening to and making the planning decision put before the commissions with no response from the public.

2.2. Staff Report - Read and/or Summarized

Fatland summarized the staff report, noting that CELC is proposing an expansion of an additional building of approximately 5,600 square feet to add additional classrooms. He stated that the parking will be off site for staff that will be located at the Seventh-Day Adventist Church and Condon School District property near the facility. The other issues included the storm drain system, ADA parking on the street that will be done in asphalt not the suggested concrete, and connections to city sewer system.

Faltand said the staff report noted the following conditions for approval:

- The application shall complete a replat to create a single parcel from Lots 4-8, Block 32, East Additiona to the City of Cndon prior to occupancy of the proposed expansion.
- The application shall provide a copy of a legal agreement with the Condon School District and Seventh-Day Adventist Church regarding the proposed parking plan.
- The developer's engineer shall submit storm drain calculations showing that the runoff generated by a 25-year storm event on both the proposed and existing site (due to proposed modifications to existing storm drain sales) be less than or equal to the flows leaving the site prior to the development occurring. No increase in drainage runoff from the 25-year storm event to the City Right of Way or ODOT Right of Way will be allowed.
- The applicant shall comply with all requirements of the Oregon Department of Transportation regarding the Highway 206 right-of-way.
- The applicant shall submit design details as required to maintain a watertight connection to the existing sewer system.
- The proposed ADA parking stall in the East Street right-of-way shall be asphalt rather than concrete to better accommodate future utility installations and maintenance.
- Loading/unloading areas shall be indicated with green curb paint.

2.3. Applicants & Proponents Testimony

Jeff Schott, Pillar Consulting, Condon, OR - stated that issues were covered in the staff report summarized by Fatland. The proposal is a separate building that will contain three classrooms. The parking required has been generously offered by the church and school. He stated that the storm water will be a challenge and that a geotechnical study will be completed to determine infiltration and drainage from the change in the current system of swales. CLEC is avoiding open swales due to the

proximity of small children. Schott noted that they can work with the items in the staff report and has no exceptions.

Delaney Watkins, 17159 Potter Lane, Condon - stated that she was present on behalf of Gilliam County and has been working with Schott and CELC staff Jeanine Conboy. Child care in Gilliam County's strategic plan and is working to get additional staff for the center.

2.4. Opponents & Public Agency Testimony

John Reser, 709 Cottonwood Road, Condon - he stated that he was opposed to the application because they "were not in compliance" when they opened. Reser could not articulate what the violation was in the original application, just stated he was opposed.

Public testimony - ODOT submitted comments that were included in the staff report and were made aware of the hearing time and place.

2.5. Questions by Planning Commissioners to Applicant or Proponents

Commissioner Wilson asked about the need of the additional space. Conboy stated that she currently has a waiting list of 15 children, plus the proposed addition would have a room for after-school care. Commissioner Wilson asked if there are any agreements in place with the school district to provide after school care, and Conboy said they do not have one at this time.

Commissioner Bettencourt asked how many children the proposed facility would accommodate and was told by Conboy that it would add up to approximately 40 children from infant to preschool age.

2.6. Close Hearing

Commissioner Bettencourt closed the hearing at 5:50 p.m.

2.7. Planning Commission Deliberation, Decision or Postpone

Commissioner Grey asked how many parking spaces are required if the proposed facility is fully staffed. Fatland stated that it would require 16 total parking spaces with 2 spaces per teacher required. Commissioner Grey also asked if the original vision didn't include more classrooms and asked about building up instead of out. Conboy stated that the expense at the time of the original facility plan was a factor, plus they did not have a waiting list as they do currently. A short discussion of an additional story stated that it was believed that the child care requirements do not allow second story facilities.

A motion was made by Commissioner Wilson to approve Condon Early Learning Centers application with current conditions to be met.. The motion was seconded by Commissioner Potter.

Discussion - Commissioner Grey asked about clarification of the drainage. Wildman stated that Fatland handled it well, but it has to do with this being a constrained site. He noted that Schott has his work cut out for him to meet the conditions. Schott stated that the geotechnical investigation is a start to see how to put the conditions in place. He noted that it was not as simple as he had hoped but they would make it work. Wildman and Schott also discussed water supply and fire flow and the fire barriers between the two buildings that may be required. Commissioner Grey also inquired why the plan did not put the two buildings together, with Schott answering that it was to allow operations to continue during construction. Commissioner Grey also asked if any negative comments were received by the city public or if all the people present were in favor of the proposal. It was affirmative that all but one were present to support the proposal and that no other comments were received by the city in question of the proposal.

**Vote - Yes- Potter, Bettencourt and Wilson, No- Grey, Abstain- None
Motion passed.**

3. REVIEW & APPROVE MINUTES

3.1. April 18, 2023 Planning Commission Meeting Minutes

A motion was made by Commissioner Grey to approve the April 18, 2023 planning commission meeting minutes. The motion was seconded by Commissioner Wilson and approved unanimously.

4. OTHER

Commissioners discussed the short-term rental meeting the previous week that Commissioner Grey and Weinstein attended with the city council. It was noted that it went well and that there is going to be an ordinance to put into place some requirements on the short-term rental application and that 15 residences would be the limit at this time. The number was derived by consensus of the council and planning commissioners present and can be reviewed as needed.

5. ADJOURN

Commissioner Bettencourt adjourned the planning commission meeting at 6:11 p.m.

_____ Date _____
Cody Bettencourt, Chair

ATTEST: _____ Date _____
Kathryn Greiner City Administrator

NOTICE OF ADMINISTRATIVE PLANNING DECISION

Date: July 10, 2023

Subject: Kellie Hill Historic District Façade Improvements – Minor Alterations

Address: 127-129 S. Main Street, Condon, OR 97823

Chapter 152.305 – Historic Resource Combining Zone

The recent changes to the building at 127-129 S. Main Street, Condon, OR include new windows, paint, awnings and repointing of the brick façade. The building is in Condon’s Historic District and falls under review in Chapter 152.305.

Chapter 152.305(7)(A)1- Exterior Alterations, Additions and New Construction – Review criteria for minor alterations.

This section states that minor alterations may be approved administratively or sent up to the Planning Commission for review when an application is submitted, and conditions can be attached as the reviewer seems necessary. If administratively approved, it “shall be copied to the planning commission.”

This project was done without an application or review. City staff reached out to building owner Kellie Hill multiple times stating that this was in the historic district and needed an application. Hill did show the city color of the awnings which seemed suitable, but did not follow ordinance for review and only filled out application once the project was completed. Although these changes to the building, for the most part, fall under an administrative review as a minor alteration, the following conditions will be attached to this administrative approval:

1. All other exterior alterations under Condon City Code 152.305 must be preceded by a city application and appropriate fee. This includes but is not limited to other ordinances that apply to land usage under Chapter 152.

2. Must abide by Chapter 152 – Signs for the electronic sign in window and must present an application prior to placing any other signs on the proper as spelled out in the sign ordinance.
3. Application will be presented to the Planning Commission at their July 18, 2023, 5:30 p.m. meeting for review and may be subject to other conditions.
4. Any deviations from these conditions may be subject to Chapter 152.999 – Penalty.

Copies of Chapter 152.305 and Chapter 152.410 have been attached to this decision.

Sincerely,

Kathryn Greiner, City Administrator/Planning