



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, FEBRUARY 17, 2026, 5:30 PM

Zoom Information

<https://us02web.zoom.us/j/88575714900?pwd=9uc6d0obq6GrF6n4gNCJqbGMyOdZWf.1>

Meeting ID: 885 7571 4900

Passcode: 287195

- 1. CALL THE MEETING TO ORDER/ROLL CALL**
- 2. PLANNING COMMISSION TRAINING**
- 3. PUBLIC HEARING - GILLIAM COUNTY FAIRBOARD SITE PLAN REVIEW PERMIT #633 - 6:00PM**
 - 3.1. Open Hearing**
 - 3.2. Staff Report - Read and/or Summarized**
 - 3.3. Applicants & Proponents Testimony**
 - 3.4. Opponents & Public Agency Testimony**
 - 3.5. Questions by Planning Commissioners to Applicant or Proponents**
 - 3.6. Close Hearing**
 - 3.7. Planning Commission Deliberation, Decision or Postpone**
- 4. REVIEW & APPROVE MINUTES**
 - 4.1. Review and Approve August 19th 2025 Condon Planning Commission Minutes**
- 5. OTHER**
 - 5.1. Administrative approval of sign change for 110 S Main St**
 - 5.2. Administrative approval for tear down and replacement of garage for 501 N Washington**
- 6. ADJOURN**

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours prior to the meeting. Please contact Condon City Hall at (541) 384-2711 to make a request for an interpreter or other accommodations.

Agenda prepared and distributed 02/06/2026

NOTICE OF PUBLIC HEARING

The Condon City Planning Commission will conduct a Public Hearing beginning at 6:00PM on February 17th, 2026. The Public Hearing will be held in the City Council Chambers of the Condon City Hall. The meeting will also be accessible via Zoom and the link is available on agenda when published. The purpose of the Public Hearing is to conduct an Administrative Site Plan Review of the proposed Gilliam County Fairgrounds Office at 602 Washington Street in the City. The property is Planned and Zoned Open Space/Public Facilities (O/PS) and is described by the Gilliam County Assessor's Records as 04S21E10AA Tax Lot 200. Copies of the Application are available for review at the Condon City Hall. If there are any questions, please contact Gibb Wilkins, Interim City Administrator, at 541 384 2711. All interested parties are urged to attend.

PUBLIC HEARING – PROCEDURE & SCRIPT

- The Chair may impose time limits on participant testimony, if necessary.
 - It is the decision-makers' duty to be fair, impartial and preserve due process for all participating.
 - Instructional note: only read **bold** text.
-

(SCRIPT)

1. Introduction

Chair: **The Planning Commission will now consider Land Use Application #633 – a Conditional Use Review and Site Plan Review requested by the Gilliam County Fair Board. The applicant's representative is Jeff Schott, P. E., with Pillar Consulting Group. The site is located at 602 North Washington Street. The proposal is for the removal and replacement of the existing office building at the Gilliam County Fairgrounds.**

2. Public Hearing Procedure

Chair: **Tonight's public hearing will be conducted as follows:**

- Individual decisionmakers will be asked to disclose any ex-parte comments, bias, or conflicts of interest.**
- Staff will provide a report briefly summarizing the application, any public testimony received prior to the hearing, the applicable decision criteria and Staff's recommendations.**
- If desired, the applicant will present their proposal and respond to decisionmakers' questions about the proposal.**
- Persons in support, opposition, and neutral about the proposal can testify – in that order.**
- Following public testimony, the applicant will be asked if they wish to provide a rebuttal on issues raised, if any, and if they wish to waive their right to hold the record open for seven days to provide a written response.**
- If this right is waived, the record will be closed. And,**
- Decisionmakers will deliberate.**

3. Qualifying the Decisionmakers

Chair: **Before we open the public hearing, does anyone challenge the decisionmakers' jurisdiction to hear this application?**

Wait for responses

Chair: **Do any Council members need to disclose any ex parte contact, bias, or conflicts of interest? If so, please indicate the nature of the ex parte contact, bias or conflicts of interest and indicate whether you intend to participate in an impartial manner or abstain from the hearing.**

If there are questions from the decisionmakers on ex parte contact, bias, or conflicts of interests, Staff can help counsel on the differences. (Information is also available at the end of this packet).

Chair: **Does anyone wish to challenge a decisionmaker's impartiality?**

Wait for response

4. Open Public Hearing & Staff Report Presentation

Chair: **The public hearing for Land Use Application #633 is now open. Staff will now present their report, describing any public testimony received prior to the opening of this hearing and their recommendations.**

Staff to present; decisionmakers may ask questions during staff's presentation, or wait until conclusion of staff's presentation.

5. Applicant's Presentation

Chair: **Does the applicant wish to speak about the proposal or information presented by staff?**

Applicant to present; decisionmakers may ask questions during applicant's presentation, or wait until applicant's conclusion.

6. Public Testimony

Chair: **The rules for public testimony are as follows:**

- 1) **Please state your name and mailing address clearly for the record. The notice of decision will be mailed to you after the hearing.**

- 2) **Direct your testimony to the decision criteria, or other criteria in the Comprehensive Plan or land use ordinance which you believe applies.**
- 3) **Failure to raise an issue with sufficient evidence to allow a response from the applicant, staff, or the decisionmakers, prevents you from appealing the final decision based on that issue.**

With these rules in mind, we will open the public testimony to any Public Agencies first.

Allow public agency testimony.

Chair: Are there any individuals who wish to speak in favor of this proposal? If so, please state your name and mailing address for the record.

Allow testimony in support.

Chair: Are there any individuals who wish to speak in opposition of this proposal? If so, please state your name and mailing address for the record.

Allow testimony in opposition.

Chair: Are there any individuals who wish to speak as a neutral testimonial on this proposal? If so, please state your name and mailing address for the record.

Allow neutral testimony.

Chair: Will the applicant like to make any rebuttal statements in direct response to the testimony given?

Allow the applicant to provide their rebuttal, if any.

7. Close of Record

Chair: Does the applicant wish to retain or waive their seven-day right to the public testimony?

If retain, decisionmakers' deliberations must be rescheduled at a second public hearing, 7 days from this hearing, at a time and place certain. If waived, the deliberations may be held at this meeting – continue with script.

Chair: **Decisionmakers, do you have sufficient information to make a decision?**

*If not, ask questions of staff/applicant/agencies. When yes, **motion to close** the record and begin deliberations.*

8. Deliberations & Decision

The motion to approve, approve with conditions or deny should be read as follows:

1. APPROVE: I move that, based on the facts presented and discussed during this public hearing, the Council/Commission approves Land Use Application #633 without changes or conditions.
 2. APPROVE W/CONDITIONS: I move that, based on the facts presented and discussed during this public hearing, the Council/Commission approves Land Use Application #633 with the recommended conditions listed in the City Staff Report. *(OR the following conditions **Any conditions as determined by the Council).*
 3. DENY: I move that, based the facts presented and discussed during this public hearing, the Council/Commission denies Land Use Application #633.
-

IMPARTIAL TRIBUNAL

1. Ex-Parte Contact

An ex-parte communication is any communication with a decision-maker outside a public hearing regarding a matter that is relevant to the decision. When there has been an ex-parte contact, disclose the substance of the contact on the record and offer the parties the right for rebuttal. ORS 227.180(3).

2. Bias (Pre-Judgment)

Bias requires an actual, not just apparent, prejudgment or personal interest in the outcome. 1000 Friends of Oregon v. Wasco County Court, 304 Or 76, 83, 742 P2d 39 (1987).

Actual bias due to prejudgment is established by explicit statements, pledges, or commitments that the elected local official has prejudged the specific matter before the tribunal. Columbia Riverkeeper v. Clatsop Cty., 267 Or. App. 578, 609–10 (2014).

Actual bias due to personal interest occurs when the decision-maker would benefit financially from a particular outcome. Actual Bias is considered a “Conflict of Interest”.

3. Conflict of Interest

A conflict exists whenever a decision or recommendation by a public official could or would financially impact that public official or their relative. An official with an actual conflict of interest must publicly announce the nature of the conflict and may NOT vote or participate in the discussion or debate. An official with a potential conflict of interest must publicly announce the nature of the conflict but may vote and participate in the discussion.

The difference between an actual conflict of interest and a potential conflict of interest is determined by the words “would” and “could”: an actual conflict would affect a financial interest of the official or official’s relative; a potential conflict could affect a financial interest of the official or official’s relative.



STAFF REPORT: Gilliam County Fairgrounds – Office Building CUP & SPR

128 S Main St.
PO Box 445
Condon, OR 9782
P: 541-384-2711
F: 541-384-2700

HEARING DATE:	February 17, 2026
PROCEDURE TYPE:	Quasi-Judicial
CITY BODY:	Planning Commission
PREPARED BY:	Jaime Crawford, Bell Design Co., Staff Contract Planner
APPLICANT:	Gilliam County Fairboard
LOCATION:	Gilliam County Assessor Map 04S21E10AA, Tax Lot 200; 602 N. Washington St.
COMPREHENSIVE PLAN DESIGNATION; ZONING:	Open Space / Public Facilities (OS)
SUMMARY OF REQUEST:	A conditional use permit (CUP) and site plan review (SPR) for the replacement of the office building at the Gilliam County Fairgrounds.
APPROVAL CRITERIA:	Condon Code of Ordinances Title XV: Land Usage §154.048 & 154.061.
NOTICE:	Notices mailed to adjacent property owners and published in the Times-Journal
COMMENTS RECEIVED:	None at the time of writing this report, February 10, 2026
RECOMMENDATION:	APPROVAL with conditions

CONDITIONS OF APPROVAL:

1. It shall be unlawful for any person to cause or permit the proposed use in any manner except in complete and strict compliance with the approved site plan
2. Clear vision areas shall remain unobstructed both during construction activities and normal operations.
3. Dust from construction activities may affect adjacent property owners. If dust becomes an issue, the City may require mitigation measures during construction.
4. Areas used for parking for more than two vehicles shall have durable and dustless surfaces adequately maintained. (§154.092)

CONDON CODE OF ORDINANCES TITLE XV: LAND USAGE

§ 154.021 Open Space/Public Facilities - OS.

(B) Conditional uses. Uses approved upon condition include: [...]

(3) City, county, and state facilities.

FINDING: The request is for the replacement of an existing office building at the Gilliam County Fairgrounds, which are considered a “county facility”. A conditional use review is required for the office building’s replacement.

§ 154.026 AIRPORT OVERLAY ZONE.

FINDING: The Applicant’s response demonstrates compliance with these standards. Staff agrees.

Applicant’s response:

“The proposed development may lie within the Airport Overlay Zone as it is located below the horizontal surface (like much or most of the City of Condon).

The proposed development:

- *Is approximately 1,800 feet from the end of the runway at Linus Pauling Field, which places it outside of the noise sensitive area*
- *Is located outside (and not under) the approach surface, the airport approach safety zone or the transitional zones*
- *Does not penetrate any of the imaginary surfaces associated with the adjacent runway*
- *The extents of the Runway Protection Zone (RPZ) are not defined in the development ordinance, but since the proposed development is beyond the projection of the horizontal boundaries of the approach surface, it appears to be well clear of the RPZ*
- *There is a small stormwater swale, but this is less than ¼ acre and is permitted in the airport overlay zone”*

§ 154.041 ACCESSORY USES AND ACCESSORY DWELLING UNITS.

(A) An accessory use shall comply with the requirements for a principal use except as this chapter specifically allows to the contrary.

FINDING: The office building is an accessory use for the principal fairgrounds use. This report demonstrates compliance with all applicable requirements that apply to the principal use.

§ 154.042 FENCES AND VISION CLEARANCE.

(A) A fence or hedge within a front yard or a street side yard shall [...]

(B) A vision clearance area shall be maintained at the corners of all property at the intersections of two

streets or a street and a railroad. [...]

FINDING: The fairground property is on a corner lot, abutting the intersection of Highway 19 (John Day HWY) and Condon Airport Road. The project area boundary is shown on sheet PC02 of the Applicant's submittal. Proposed improvements are internal to the site and outside of any front/street side yard or vision clearance area.

§ 154.045 LANDSCAPING AND DEVELOPMENT STANDARDS.

(A) Landscaping. A written permit approved by the Planning Commission shall be required to remove 50 cubic yards or more of earth material from any individual property within a calendar year.

FINDING: Earth removal is not proposed.

(B) Development standards.

(1) Purpose.

(a) Landscaping standards apply to all new multi-family, commercial, and industrial uses, including change of use, and parking lots of four spaces or more. [...]

FINDING: The use is public/semi-public. The additional parking area is three parking spaces. For this development proposal alone, landscaping standards are not required.

§ 154.046 SITE PLAN APPROVAL.

(A) Purpose. The purpose of the site plan approval process is to provide the city with a detailed drawing or drawings of a proposed land use. A site plan shall be provided for all proposed uses other than single-family or duplex residential uses and/or accessory structures. Where the proposed use is an outright permitted use within the zone [...] Site plans for proposed conditional uses will become an integral part of the record and provide the basis for city staff reports, and the basis of final review and approval by the Planning Commission or governing body. If an administrative review is undertaken, [...]

FINDING: The use is considered a public/semi-public use. A site plan review and approval by the Planning Commission is required.

(B) Site plan indicates. A site plan shall be drawn to scale and indicate the following: [...]

FINDING: A site plan and other details have been submitted and contain sufficient specificity to allow an informed decision by the Planning Commission.

(C) Site plan review criteria. The following criteria shall be used in evaluation proposals.

(1) Natural features. Where existing natural or topographic features are present, they shall be used to enhance the development such as the use of small streams in the landscaping design rather than culvert and fill.

FINDING: The project area on the site is currently developed and does not contain any natural features.

(2) Trees. Existing trees shall be left standing except where necessary for building placement, sun exposure safety, or other valid purpose. Vegetative buffers should be left along major streets or highways or to separate adjacent uses.

FINDING: The existing landscaping trees near the office building will remain. The project area is internal to the site and any vegetative buffers along the site’s boundaries will be unaffected.

(3) Grading. The grading and contouring of the site shall take place and on-site surface drainage and on-site storage of surface water facilities are constructed when necessary, so there is no adverse effect on neighboring properties, public rights-of-way, or the public storm drainage system. Graded areas shall be replanted as soon as possible after construction to prevent erosion. A construction erosion control plan may be required.

FINDING: The project area is currently developed and flat. Stormwater facilities are proposed. Dust from construction activities may affect adjacent property owners. If dust becomes an issue, the City may require mitigation measures during construction.

(4) Public facilities.

(a) Adequate capacity of public facilities for water, sanitary sewers, storm drainage, fire protection, streets, and sidewalks shall be provided to the subject parcel.

(b) Development of on-site and off-site public facilities necessary to serve the proposed use shall be consistent with the Comprehensive Plan and any adopted public facilities plan(s).

(c) Underground utilities may be required.

(d) On-site detention or treatment of storm water may be required.

FINDING: Criteria “a” through “d” are addressed by the Applicant. Staff agrees that public facility impacts have been addressed. Additional mitigation measures are not proposed.

Applicant’s response:

“Domestic Water: The development proposes to use the existing 2-inch water meter located to the east of the development area, near the north gate to the Fairgrounds. Exhibit B includes the calculated site-wide water consumption. The proposed development increases the calculated peak demand for the site from 67 GPM to 68 GPM. This is within the capacity of a 2-inch water service.

Sanitary Sewer: The proposed development increases the demand on the site sanitary sewer system from 72 drainage fixture units (DFU) to 75 DFU. This is within the capacity of a 4-inch sewer pipe (216 DFU). We propose to use the existing sanitary sewer pipe that runs through the midway, to the west, to serve the office as it serves the existing office.

Storm Drain: There is no public storm drainage onsite. Currently, stormwater discharges from the affected area, drain overland to the west into the parking area, and then into Burns Park.

The proposed development creates a slight increase in the amount of impervious area on the site. The project includes adding a short drainage swale that will collect water from the parking area and building and then divert it to the southwest. This will direct the water into the undeveloped swale area on the southwest corner of the site. This area is

an existing basin that infiltrates and does not drain off-site.

Fire Water: There are two fire hydrants near the proposed development. One is located 360 feet to the northeast of the development along Cottonwood Ln, near the north entrance to the Fairgrounds. The other is located about 385 feet to the northwest across Highway 19.

Per the Oregon Fire Code, this development requires 1 hydrant and 1,500 GPM of fire flow. Fire sprinklers are not required.

Franchise Utilities: The site is currently fed electrical power at a service connection near the north entrance to the Fairgrounds. We have made provisions for the office with current Event Center Project

The new office will be the data hub for the site.”

(5) Traffic. The following traffic standards shall be applicable to all proposals. When evaluating traffic issues, consideration shall be given to the proposed usage such as employees, customers, freight, and service and to the potential types of traffic such as vehicles, pedestrians, and bicycles.

(a) On-site traffic circulation shall be designed according to accepted engineering guidelines to be safe and efficient.

FINDING: On-site circulation will remain unchanged. Parking area additions and vehicle maneuvering areas are adequate and meet City dimensional requirements.

(b) The access point(s) between the subject property and the public street shall be reasonably safe. Minimal factors to be considered in evaluating the proposed access points include the average speed of the traffic on the public street(s), the proposed usage of the access points, the distance between the existing and proposed access points, vision clearance, and the pre-existing location of the access point(s) on the subject property.

(c) Access to all state highways will require a permit from ODOT. Access spacing and location shall address the access management policies and standards of the 1999 state Highway Plan. Frontage improvements, such as curb and sidewalk to ADA standards, may be required by ODOT as a condition to access.

FINDING: Criteria “b” and “c” will remain unaffected. The existing access from Highway 19 will remain unchanged. If substantial improvements are proposed to the fairgrounds in future years, access re-alignment onto Condon Airport Road may be required.

(d) The applicant may be required to provide a traffic impact report prepared by a state licensed traffic engineer.

FINDING: The proposal is to remove and replace the existing office building. Staff have determined that a traffic impact report is not necessary based on the review of criterion “e” following this Finding.

(e) The proposed use shall not impose an undue burden on the public transportation system. For developments that are likely to generate more than 400 average daily motor

vehicle trips (ADTs), the applicant shall provide adequate information, such as a traffic impact study or traffic counts, to demonstrate the level of impact to the surrounding street system. The developer shall be required to mitigate impacts attributable to the project.

(f) The determination of impact or effect and the scope of the impact study [...]

(g) Dedication of land [...]

(h) Improvements [...]

(i) Every effort will be made to inform the applicant within 20 days of receiving a completed application whether a traffic impact report and/or a determination of the level of service will be required.[...]

(j) All proposed roads shall [...]

(n) Access shall be consistent with typical access management standards.

FINDING: Staff have determined that the removal and replacement of the office building will not generate more than 400 average daily trips, and therefore neither a traffic impact report (criteria “f” and “l”) nor the use of mitigation measures (criteria “g”, “h”, and “j” through “n”) are required.

The use is an office. Traffic generation for offices are based on either square footage or employees. The City’s parking calculations are based on square footage as well as anticipated employees.

The existing office building to be removed is roughly 1,500 square feet. (~25’x60’). The replacement office building is roughly 1,960 square feet. This is an increase of 460 square feet.

The replacement office will be used to accommodate two full-time employees: the OSU extension agent and the 4-H extension agent. A secretary for the Fairboard will be present once a week.

The addition of roughly 460 square feet of office space and two full-time employees will not increase traffic generation above the 400-trip threshold.

Applicant’s Response:

“The proposed development is not anticipated to change traffic counts to the site.

The site is not connected to, and is a long distance from, any existing public sidewalks. There is an on-site pedestrian path system on-site and the proposed development extends that system. Access for people with disabilities is provided by the (3) existing on-site accessible parking spaces.”

(6) Storage. All outdoor storage areas and garbage collection areas shall be screened through the use of vegetative materials or appropriate fencing.

FINDING: No additional storage or garbage collection areas are proposed.

(7) Equipment storage. Design attention shall be given to the placement or storage of

mechanical equipment so as to be screened from view and that an adequate sound buffer will be provided to meet, at a minimum, the requirements of this code relative to noise, if any.

FINDING: Equipment storage areas are not proposed.

(8) Criteria. The following criteria shall be applied to the maximum extent possible without causing significant adverse impacts on the operating efficiency of the proposed use.

(a) Compatibility. The height, bulk, and scale of buildings shall be compatible with the site and the buildings in the vicinity. Use of materials shall promote harmony with surrounding structures and sites.

(b) Design. Monotony design in single or multiple projects shall be avoided. Variety of detail, form, and siting shall be used to provide visual interest.

(c) Orientation. Buildings shall have their orientation toward the street rather than the parking area. A main entrance shall be oriented to the street. For lots with more than two front yards, the buildings shall be oriented to the two busiest streets.

(d) Parking. Parking areas shall be located behind the buildings or on one or both sides.

FINDING: Staff agrees with the Applicant's findings for these criteria.

Applicant's response:

"We believe that the design of the building complements the surrounding buildings on site. The building will have a metal roof and metal siding consistent with the farm and agricultural theme of the Fairgrounds.

The orientation of the building is towards the midway of the Fairgrounds which is consistent with use of the facility and the other buildings on-site. The midway is effectively the "street" connecting the buildings on-site. In this way, the orientation is consistent with the spirit of the Code. None of the existing buildings are oriented towards the adjacent street.

The HVAC equipment is located on the east side of the building well within the boundary of the site. The electrical and data connections are also on the southeast corner of the office. They do not face the midway.

Parking is located on both sides of the midway. The necessarily places the parking in front of the building, but this does not appear to present an aesthetic issue, and it is consistent with the existing development. It is not substantially different than a commercial district having a building facing a street with parking."

(9) Compliance. After site plan approval or approval of a change to a site plan, as provided herein, it shall be unlawful for any person to cause or permit the proposed use in any manner except in complete and strict compliance with the approved site plan.

FINDING: This is a future directive to the Applicant and Staff. A condition of approval is included to reiterate compliance.

§ 154.061 CONDITIONAL USES.

(A) Authorization of conditional uses. 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 herein. 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 examine 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 subchapter, any additional conditions which the Planning Commission considers necessary to protect the best interest of the surrounding property or the city as a whole.

(B) Standards for granting conditional uses.

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

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

(3) 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.

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

(5) 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 net impacts from this proposal are: an increase of roughly 460 square feet of office space and the addition of two full-time on-site employees. This intensification of the fairground's use is negligible compared to the existing operations as a whole. Further, the Applicants are proposing to better define parking areas for the office building and include increase on-site stormwater management.

Based on these facts, the standards for granting the conditional use permit are met.

§ 154.090 OFF-STREET PARKING REQUIREMENTS

(A) At the time of construction, reconstruction, or enlargement of a structure or at the time a use is changed in any zone, off-street parking spaces shall be provided as follows unless greater requirements are otherwise established.

(B) Where square feet of the structure or use are specified as the basis for the requirements, the area measured shall be the gross floor area primary to the functioning of the particular use of the property. When the requirements are based on the number of employees, the number counted shall be those working on the premises during the largest shift at peak season. Fractional space requirements shall be counted as a whole space.

FINDING: Off-street parking requirements apply to the removal and replacement of the office building. An

additional 460 square feet of office space will be provided and the building will accommodate two full-time on-site employees.

Staff have determined that the requirements for the “office” under the commercial uses within the table of section 154.090 apply. The requirement is “One space per 600 square feet of floor area plus one space per two employees”.

The total requirement for the 1,960 square foot replacement office building with two employees is five (5) parking spaces. The Applicants are proposing three additional parking spaces in front of the office building to accommodate the 460 square foot increase and the addition of two employees. Existing parking areas to the east of the office building area will remain.

The five-space requirement is met through the existing parking and proposed additional parking.

CONCLUSION:

This report shows that all applicable criteria are met, or can be met, with conditions of approval.

Staff Recommendation: Motion to APPROVE with the conditions of approval contained in this report.

SITE PLAN APPLICATION

For:

Gilliam County Fairgrounds
Office Replacement
602 N Washington ST
Condon, OR 97823

Date: January 8, 2026
Project: 2022 -034B

Gilliam County Fairgrounds
602 N Washington ST
Condon, OR 97823



*Professional Engineering
and Project Management*

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Application Form





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 # _____

TYPE OF LAND USE ACTION OR DECISION

Building Permit Variance Conditional Use Permit Site Plan Review

Comprehensive Plan/Zoning Map Amendment Other

APPLICANT

LEGAL OWNER (If Different than Applicant)

Name _____
Address _____

Telephone # _____
E-mail _____

Name _____
Address _____

Telephone # _____

PROPERTY INFORMATION

Address _____
Map & Tax Lot _____
Zone District/Overlay _____
Oregon State Highway access [Yes] [No]

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

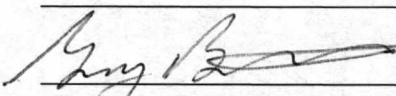
GENERAL INFORMATION

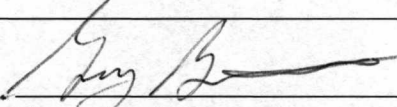
Describe current use of the property _____

Describe how proposal will change use of property No change in use. This is the replacement of the existing office with a new one.

**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: _____

 _____
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: _____

Narrative

ENGINEERING MEMORANDUM

TO	City of Condon				
FROM	Jeff Schott, P.E.				
PROJECT	Gilliam County Fairgrounds Office Replacement				
SUBJECT	Site Plan Application – Conditional Use Application				
DATE	1/8/2026	PROJECT #	2022-034B	MEMO #	EM-005

This narrative is for a site plan and conditional use application for the replacement of the Office at the Gilliam County Fairgrounds. The address of the Fairgrounds is somewhat confusingly 602 N Washington St, Condon, OR 97823

The site is the Gilliam County Fairgrounds, which has several buildings on it. The intent of this project is to replace the existing office, which is a mid-1970's manufactured home in disrepair. The new office is of similar size but will be set up more effectively as an office. The replacement of the office does not change the use of the site. The new office will serve the fair board which has a one-day per week secretary, and it will also be the offices for the OSU extension agent and 4H extension agent which are full-time positions. The fair board will use the building for their meetings and to conduct fair board related business.

Basic Provisions:

Zoning: OS-Open space/public use
 Location: 602 N Washington St, Condon, OR 97823
 Tax map: 04S21E10AA, Lot: 200
 Area: 18.70 acres per tax map

Adjacent Zoning & Use:

North (adjacent):	UGA-C	Fairground use
West (adjacent):	M	Farm chemical & fertilizer vendor
West (abutting):	OS	Burns Park
South (abutting):	OS	Gilliam County Historical Society Museum
South (abutting):	UGA-C	Grain field
East (abutting):	UGA-C	Grain field
East (abutting):	OS	Cemetery

Land Use Zones

§ 154.021 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.

CONDITIONAL USES. Subject to site plan review. See § 152.412.

c. City, County and State Facilities

We consider the office to be an accessory-use on the site. The replacement or construction of an office does not seem to warrant conditional use, but there is no provision in the development code permitting the construction of an office or other accessory use without triggering a conditional use application.

A minor improvement to a public building is a permitted use per 152.302(1)(F), but this a full replacement. As such, it appears that a conditional use permit is required.

No specific height, offset or parking regulations are listed in this section of the Code.

§ 154.024 HISTORIC RESOURCE COMBINING ZONE - HR

The proposed development is not shown in the historical commercial district.

§ 154.025 FLOOD PLAIN OVERLAY ZONE - FP

The project is not shown to be in a flood plain per the FIRM map for Condon, OR.

§ 154.026 AIRPORT OVERLAY ZONE

The proposed development may lie within the Airport Overlay Zone as it is located below the horizontal surface (like much or most of the City of Condon).

The proposed development:

- Is approximately 1,800 feet from the end of the runway at Linus Pauling Field, which places it outside of the noise sensitive area
- Is located outside (and not under) the approach surface, the airport approach safety zone or the transitional zones
- Does not penetrate any of the imaginary surfaces associated with the adjacent runway
- The extents of the Runway Protection Zone (RPZ) are not defined in the development ordinance, but since the proposed development is beyond the projection of the horizontal boundaries of the approach surface, it appears to be well clear of the RPZ
- There is a small stormwater swale, but this is less than ¼ acre and is permitted in the airport overlay zone

§ 154.042 FENCES AND VISION CLEARANCE

A fence of less than 4 feet tall is currently provided along Cottonwood LN and along the west edge of the site. This will be maintained.

This development does not impact any vision clearance area.

§ 154.045 LANDSCAPING AND DEVELOPMENT STANDARDS

There does not appear to be a landscaping standard associated with the proposed development. However, a lawn and landscaped area is being provided around the building. This is primarily lawn.

§ 154.076 (SIGNS) PROCEDURES

(A) *Signs meeting the required standards in the Residential and Open Space Zones may be erected or placed on the property without a specific permit except as noted herein.*

§ 154.077 (SIGNS) STANDARDS AND SIZE REQUIREMENTS

(B) *Open Space Zone.*

(1) *General guidelines.*

(a) *Two signs for each site or facility shall be allowed.*

(b) *Each sign shall not exceed 24 square feet in size.*

(c) *Signs for public buildings, such as schools or government offices, may not exceed 48 square feet; however, they may be lit with direct lighting. No blinking signs shall be allowed.*

(2) *Standards for signs in Open Space Zone.*

(a) *Six feet maximum in height; and*

(b) *Signs may have external illumination. Reflective type bulbs shall be used for indirect illumination of the display surface and properly shielded to prevent direct glare onto streets and adjacent properties. Internally illuminated or neon signs are prohibited.*

(c) *Signs for public buildings, such as schools or government offices, may not exceed 48 square feet; however, they may be lit with direct lighting. No blinking signs shall be allowed.*

No specific sign is currently proposed for the development but may be added separately.

§ 154.090 OFF-STREET PARKING AND LOADING

(A) *At the time of construction, reconstruction, or enlargement of a structure or at the time a use is changed in any zone, off-street parking spaces shall be provided as follows unless greater requirements are otherwise established.*

(1) *Where square feet of the structure or use are specified as the basis for the requirements, the area measured shall be the gross floor area primary to the functioning of the particular use of the property. When the requirements are based on the number of employees, the number counted shall be those working on the premises during the largest shift at peak season. Fractional space requirements shall be counted as a whole space.*

USE & MINIMUM REQUIREMENTS

- *Office: (1) space/600SF of office plus (1) space/ (2) employees*

The building is just over 1,800 SF and there are two full-time employees. This requires (4) parking spaces total.

There are currently (3) ADA parking spaces and about (24) paved spaces in the midway. We are adding (3) more paved spaces. These spaces are shared with the other buildings on-site. There is overflow parking in the lot to the west. This project does not change the parking demands for the site, and the existing parking is adequate.

§ 154.091 OFF-STREET PARKING AND LOADING

There is sufficient space on-site for off-street loading in the midway.

§ 154.092 DESIGN AND IMPROVEMENT STANDARDS FOR PARKING LOTS.

The proposed added spaces are paved and meet the City design standards.

Lighting

Lighting will include cut-off fixtures to not cast light onto adjacent property.

§ 154.046 SITE PLAN APPROVAL.

(A) Site plan review criteria. The following criteria shall be used in evaluation proposals.

- (1) Natural features. Where existing natural or topographic features are present, they shall be used to enhance the development such as the use of small streams in the landscaping design rather than culvert and fill.*
- (2) Trees. Existing trees shall be left standing except where necessary for building placement, sun exposure safety, or other valid purpose. Vegetative buffers should be left along major streets or highways or to separate adjacent uses.*

No additional trees are necessarily removed because of this development.

- (3) Grading. The grading and contouring of the site shall take place and on-site surface drainage and on-site storage of surface water facilities are constructed when necessary, so there is no adverse effect on neighboring properties, public rights-of-way, or the public storm drainage system. Graded areas shall be replanted as soon as possible after construction to prevent erosion. A construction erosion control plan may be required.*

The proposed development does not substantially change the grading of the site. See comments on storm water below.

- (4) Public facilities.*
 - (a) Adequate capacity of public facilities for water, sanitary sewers, storm drainage, fire protection, streets, and sidewalks shall be provided to the subject parcel.*
 - (b) Development of on-site and off-site public facilities necessary to serve the proposed use shall be consistent with the Comprehensive Plan and any adopted public facilities plan(s).*
 - (c) Underground utilities may be required.*
 - (d) On-site detention or treatment of storm water may be required.*

Domestic Water:

The development proposes to use the existing 2-inch water meter located to the east of the development area, near the north gate to the Fairgrounds. Exhibit B includes the calculated site-wide water consumption. The proposed development

increases the calculated peak demand for the site from 67 GPM to 68 GPM. This is within the capacity of a 2-inch water service.

Sanitary Sewer:

The proposed development increases the demand on the site sanitary sewer system from 72 drainage fixture units (DFU) to 75 DFU. This is within the capacity of a 4-inch sewer pipe (216 DFU). We propose to use the existing sanitary sewer pipe that runs through the midway, to the west, to serve the office as it serves the existing office

Storm Drain:

There is no public storm drainage onsite. Currently, stormwater discharges from the affected area, drain overland to the west into the parking area, and then into Burns Park.

The proposed development creates a slight increase in the amount of impervious area on the site. The project includes adding a short drainage swale that will collect water from the parking area and building and then divert it to the southwest. This will direct the water into the undeveloped swale area on the southwest corner of the site. This area is an existing basin that infiltrates and does not drain off-site.

Fire Water:

There are two fire hydrants near the proposed development. One is located 360 feet to the northeast of the development along Cottonwood Ln, near the north entrance to the Fairgrounds. The other is located about 385 feet to the northwest across Highway 19.

Per the Oregon Fire Code, this development requires 1 hydrant and 1,500 GPM of fire flow. Fire sprinklers are not required.

Franchise Utilities:

The site is currently fed electrical power at a service connection near the north entrance to the Fairgrounds. We have made provisions for the office with current Event Center Project

The new office will be the data hub for the site.

- (5) *Traffic. The following traffic standards shall be applicable to all proposals. When evaluating traffic issues, consideration shall be given to the proposed usage such as employees, customers, freight, and service and to the potential types of traffic such as vehicles, pedestrians, and bicycles.*
 - (e) *The proposed use shall not impose an undue burden on the public transportation system. For developments that are likely to generate more than 400 average daily motor vehicle trips (ADTs), the applicant shall provide adequate information, such as a traffic impact study or traffic counts, to demonstrate the level of impact to the surrounding street system. The developer shall be required to mitigate impacts attributable to the project.*
 - (m) *An internal pedestrian system of sidewalks or paths shall provide connections to parking areas, entrances to the development, and open space, recreational, and other community facilities associated with the development. Streets shall have sidewalks on both sides. Pedestrian linkages shall also be provided to the peripheral street system.*

(n) Access shall be consistent with typical access management standards.

The proposed development is not anticipated to change traffic counts to the site.

The site is not connected to, and is a long distance from, any existing public sidewalks. There is an on-site pedestrian path system on-site and the proposed development extends that system. Access for people with disabilities is provided by the (3) existing on-site accessible parking spaces.

(6) Storage. All outdoor storage areas and garbage collection areas shall be screened through the use of vegetative materials or appropriate fencing.

There is a small refuse collection facility between the Event Center and the Exhibit Hall. This will be used to serve the office. The existing on-site dumpster storage will be maintained.

(7) Equipment storage. Design attention shall be given to the placement or storage of mechanical equipment so as to be screened from view and that an adequate sound buffer will be provided to meet, at a minimum, the requirements of this code relative to noise, if any.

(8) Criteria. The following criteria shall be applied to the maximum extent possible without causing significant adverse impacts on the operating efficiency of the proposed use.

(a) Compatibility. The height, bulk, and scale of buildings shall be compatible with the site and the buildings in the vicinity. Use of materials shall promote harmony with surrounding structures and sites.

(b) Design. Monotony design in single or multiple projects shall be avoided. Variety of detail, form, and siting shall be used to provide visual interest.

(c) Orientation. Buildings shall have their orientation toward the street rather than the parking area. A main entrance shall be oriented to the street. For lots with more than two front yards, the buildings shall be oriented to the two busiest streets.

(d) Parking. Parking areas shall be located behind the buildings or on one or both sides.

We believe that the design of the building complements the surrounding buildings on site. The building will have a metal roof and metal siding consistent with the farm and agricultural theme of the Fairgrounds.

The orientation of the building is towards the midway of the Fairgrounds which is consistent with use of the facility and the other buildings on-site. The midway is effectively the “street” connecting the buildings on-site. In this way, the orientation is consistent with the spirit of the Code. None of the existing buildings are oriented towards the adjacent street.

The HVAC equipment is located on the east side of the building well within the boundary of the site. The electrical and data connections are also on the southeast corner of the office. They do not face the midway.

Parking is located on both sides of the midway. The necessarily places the parking in front of the building, but this does not appear to present an aesthetic issue, and it is consistent with the existing development. It is not substantially different than a commercial district having a building facing a street with parking.

§ 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 procedures 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.*

The proposed development appears to be consistent with the Comprehensive Plan, Zoning Code and applicable City policies.

(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.*

The proposed development will improve the livability, value and development of adjacent buildings and 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.*

The proposed office is attractive and consistent with the adjacent buildings on-site.

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

The proposed development does not detract from any known assets that may be of interest to the community.

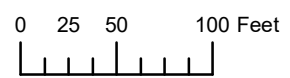
(E) *The applicant has a bona fide intent and capability to develop and use the land as proposed and has some appropriate purpose for submitting the proposal, and is not motivated solely by such purposes as the alteration of property values for speculative purposes.*

The proposed development has a bona fide use to replace an existing office in disrepair. The use of the proposed office is accessory to the primary purpose of the site. The new office will permit the OSU extension agent and 4H extension agent to have their offices at the fairgrounds. This use does not appear to conflict with the primary use of the site as Fairgrounds.

Exhibit A: Tax Map



THIS MAP WAS PREPARED FOR ASSESSMENT PURPOSE ONLY



N.E. 1/4 N.E. 1/4 SEC. 10 T.4S. R.21E. W.M.
Gilliam County
1" = 100'

04S21E10AA

2/8/2022

SEE MAP 04S 21E 02

COTTONWOOD LN

1/16 COR

200
18.70 AC

100
0.87 AC

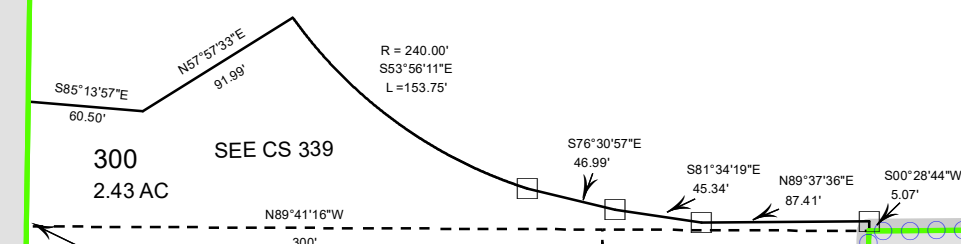
Project Area

1

CANCELLED
400
500
600

SEE MAP 04S 21E

SEE MAP 04S 21E 10AB



300
2.43 AC

SEE CS 339

SEE CS 85

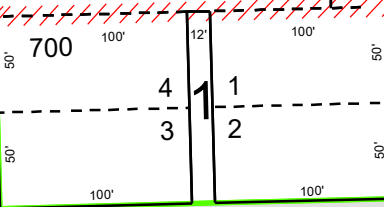
SEE MAP 04S 21E

700
4.58 AC

SEE CS 330

SEE MAP 04S 21E

SEE MAP 04S 21E 10AC



04S21E10AA

Exhibit B: Water / Sewer Demand

SUPPLY & DRAINAGE FIXTURE UNIT CALCULATIONS- Existing w/Event Center

Supply & Drainage Fixture Units By Unit Type

#	Fixture	CFU UCP Ta. 6-5/ A-2	HFU UCP Ta. 6-5	DFU UCP Ta. 7-3	1st Floor				TOTAL				
					Qty	CFU	HFU	DFU	Qty	CFU	HFU	DFU	
	Bath Shower												
	Shower, per head	2	1.5	2	2	4	3	4	2	4	3	4	
	Sinks/Lavatories												
	Bar Sink	2	1.5	2	1	2	1.5	2	1	2	1.5	2	
	Convenience/Washup Sink	2	1.5	2	1	2	1.5	2	1	2	1.5	2	
	Clinic Faucet	3	2.25	6		0	0	0	0	0	0	0	
	Clinic flushometer valve	8	6	6		0	0	0	0	0	0	0	
	Kitchen Sink with Grinder & Dishwasher	1.5	1.13	2	4	6	4.5	8	4	6	4.5	8	
	Laundry Sink	1.5	1.13	2		0	0	0	0	0	0	0	
	Service/mop	3	2.25	3	2	6	4.5	6	2	6	4.5	6	
	Lavatory, single	1	0.75	1	5	5	3.75	5	5	5	3.75	5	
	Wash fountain	4	3	1		0	0	0	0	0	0	0	
	Water Closets/Urinals												
	Water Closet, 1.6 GPF Flushometer			4	8	145	0	32	8	145	0	32	
	Water Closet, 1.6 GPF Flushometer tank	5.5		4		0	0	0	0	0	0	0	
	Water Closet, 1.6 GPF Gravity Tank	2.5		3	1	2.5	0	3	1	2.5	0	3	
	Urinal, Tank	2		2		0	0	0	0	0	0	0	
	Urinal, 1.0 GPF Flushometer			2	2	35	0	4	2	35	0	4	
	Appliances												
	Dishwasher	1.5	1.13	2		0	0	0	0	0	0	0	
	Laundry Clothes Washer	4	3	3	1	4	3	3	1	4	3	3	
	Other Fixtures												
	Drinking Fountains	0.5	0	0.5	2	1	0	1	2	1	0	1	
	Bibs (first)	2.5	0		1	2.5	0	0	1	2.5	0	0	
	Bibs (additional)	1	0		4	4	0	0	4	4	0	0	
	Floor drain (non-emergency)		0	2	1	0	0	2	1	0	0	2	
	-					0	0	0	0	0	0	0	
	Total Fixture Units				35	219	22	72	35	219	22	72	

Shower/main restrooms:

Women's: 3 WC, 1 Lav, (flushometer)
 Men's: 2WC, 1urinal, 1 lav (flushometer)

- (2) Showers
- (1) Drinking fountain
- (1) Mop sink

Concessions:

- (2) kitchen sinks

Old Office:

- (1) Bar sink
- (1) Flush tank toilet
- (1) Lav

Event Center

- (3) WC flushometer
- (1) WC urinal
- (2) Lav
- (1) Drinking fountain
- (1) Mop sink
- (1) 3 Compartment sink w/dishwasher
- (1) Wash sink
- (1) Kitchen sink w/Dishwasher
- (2) Hose Bib

Irrigation not accounted for (on during non-occupied hours).

Existing hose bibs, if any, not accounted for

Notes:

67 GPM

The table above is based on Tables 6-5, 6-7 and 7-3 of OPSC.

SUPPLY & DRAINAGE FIXTURE UNIT CALCULATIONS- Proposed

Supply & Drainage Fixture Units By Unit Type

#	Fixture	CFU UCP Ta. 6-5/ A-2	HFU UCP Ta. 6-5	DFU UCP Ta. 7-3	1st Floor				TOTAL				
					Qty	CFU	HFU	DFU	Qty	CFU	HFU	DFU	
	Bath Shower												
	Shower, per head	2	1.5	2	2	4	3	4	2	4	3	4	
	Sinks/Lavatories												
	Bar Sink	2	1.5	2	1	2	1.5	2	1	2	1.5	2	
	Convenience/Washup Sink	2	1.5	2	1	2	1.5	2	1	2	1.5	2	
	Clinic Faucet	3	2.25	6		0	0	0	0	0	0	0	
	Clinic flushometer valve	8	6	6		0	0	0	0	0	0	0	
	Kitchen Sink with Grinder & Dishwasher	1.5	1.13	2	4	6	4.5	8	4	6	4.5	8	
	Laundry Sink	1.5	1.13	2		0	0	0	0	0	0	0	
	Service/mop	3	2.25	3	3	9	6.75	9	3	9	6.75	9	
	Lavatory, single	1	0.75	1	5	5	3.75	5	5	5	3.75	5	
	Wash fountain	4	3	1		0	0	0	0	0	0	0	
	Water Closets/Urinals												
	Water Closet, 1.6 GPF Flushometer			4	8	145	0	32	8	145	0	32	
	Water Closet, 1.6 GPF Flushometer tank	5.5		4		0	0	0	0	0	0	0	
	Water Closet, 1.6 GPF Gravity Tank	2.5		3	1	2.5	0	3	1	2.5	0	3	
	Urinal, Tank	2		2		0	0	0	0	0	0	0	
	Urinal, 1.0 GPF Flushometer			2	2	35	0	4	2	35	0	4	
	Appliances												
	Dishwasher	1.5	1.13	2		0	0	0	0	0	0	0	
	Laundry Clothes Washer	4	3	3	1	4	3	3	1	4	3	3	
	Other Fixtures												
	Drinking Fountains	0.5	0	0.5	2	1	0	1	2	1	0	1	
	Bibs (first)	2.5	0		1	2.5	0	0	1	2.5	0	0	
	Bibs (additional)	1	0		3	3	0	0	3	3	0	0	
	Floor drain (non-emergency)		0	2	1	0	0	2	1	0	0	2	
	-					0	0	0	0	0	0	0	
	Total Fixture Units				35	221	24	75	35	221	24	75	

Shower/main restrooms:

Women's: 3 WC, 1 Lav, (flushometer)
 Men's: 2WC, 1urinal, 1 lav (flushometer)

- (2) Showers
- (1) Drinking fountain
- (1) Mop sink

Concessions:

(2) kitchen sinks

Old Office:

- ± Bar sink
- ± Flush tank Toilet
- ± Lav

Event Center

- (3) WC flushometer
- (1) WC urinal
- (2) Lav
- (1) Drinking fountain
- (1) Mop sink
- (1) 3 Compartment sink w/dishwasher
- (1) Wash sink
- (1) Kitchen sink w/Dishwasher
- (2) Hose Bib

New Office:

- (1) Bar sink
- (1) Flush tank toilet
- (1) Lav
- (1) Mop sink
- (1) Floor drain
- (1) Hose bib

Irrigation not accounted for (on during non-occupied hours)

Notes:

68 GPM

The table above is based on Tables 6-5, 6-7 and 7-3 of OPSC.

Exhibit C: Site Plan Drawings



(C) 2024 PILLAR CONSULTING GROUP, INC.

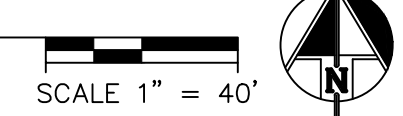
KEYED NOTES

- ① -
- ② -
- ③ -



LINE INDICATES PROPERTY BOUNDARY AND LABEL INDICATES LENGTH & BEARING PER GILLIAM COUNTY TAX LOT INFORMATION

1 PC02 LAND USE PLANNING SITE PLAN



PC02 - Land Use Planning Site Plan.dwg

3/13/2024

FOR LAND USE PLANNING ONLY

No.	Revision/Issue	Date

Project Name and Address
LAND USE PLANNING SITE PLAN
 GCGF OFFICE REPLACEMENT
 GILLIAM COUNTY FAIRGROUNDS
 602 N. WASHINGTON ST
 CONDON, OREGON 97823

Project #: 2022034B Sheet
 Date: 01/08/26
 Scale: 1" = 40'
 THE BAR ABOVE IS 1-INCH LONG WHEN DRAWN IS PLOTTED TO SCALE

PC02



(C) 2024 PILLAR CONSULTING GROUP, INC.

KEYED NOTES

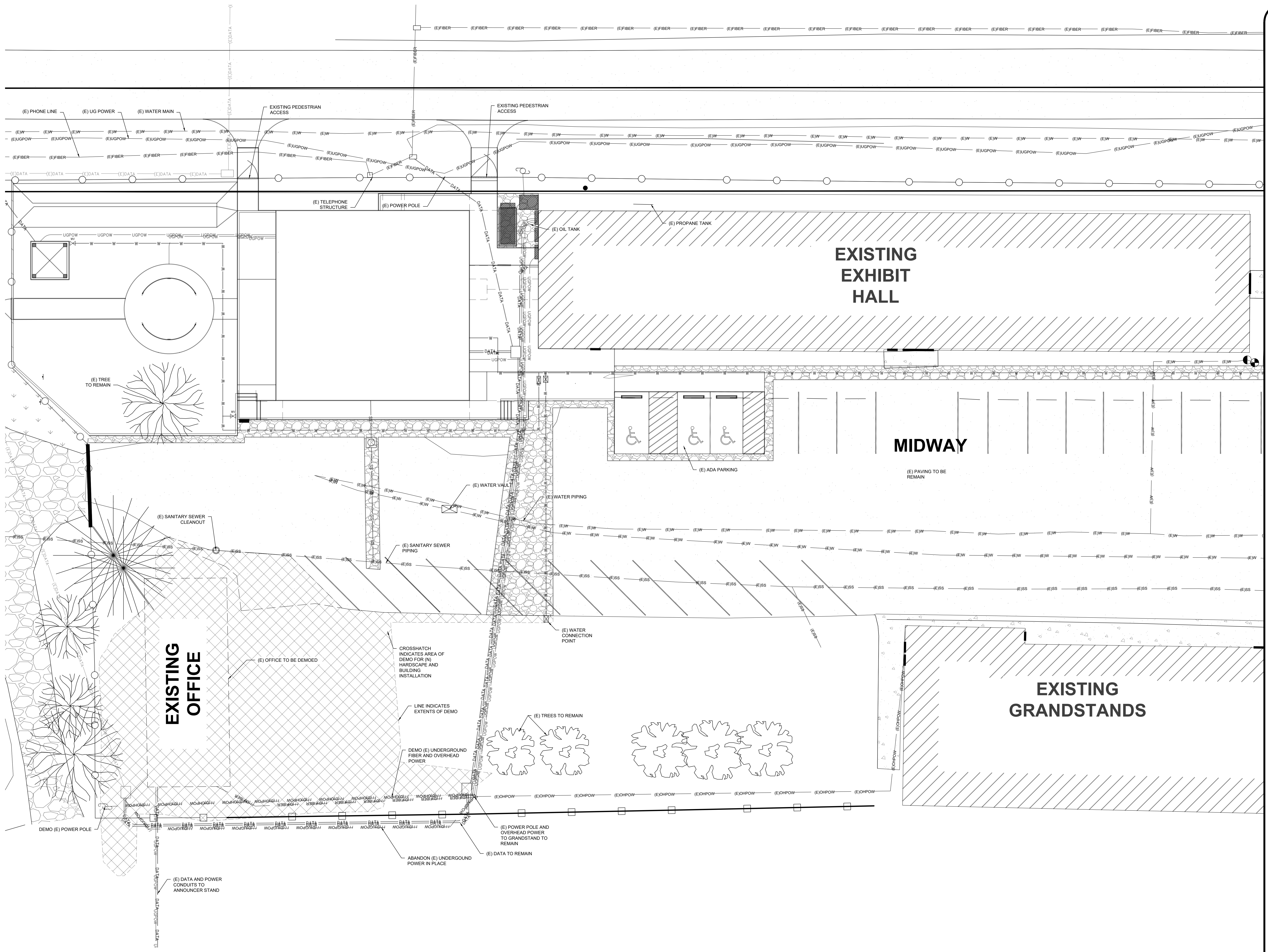
- ① -
- ② -
- ③ -

FOR LAND USE PLANNING ONLY

No.	Revision/Issue	Date

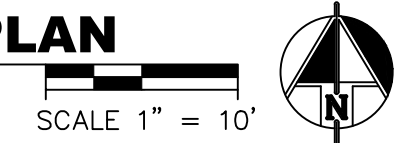
Project Name and Address
LAND USE PLANNING (E) CONDITIONS & DEMO
 GCGF OFFICE REPLACEMENT
 GILLIAM COUNTY FAIRGROUNDS
 602 N. WASHINGTON ST
 CONDON, OREGON 97823

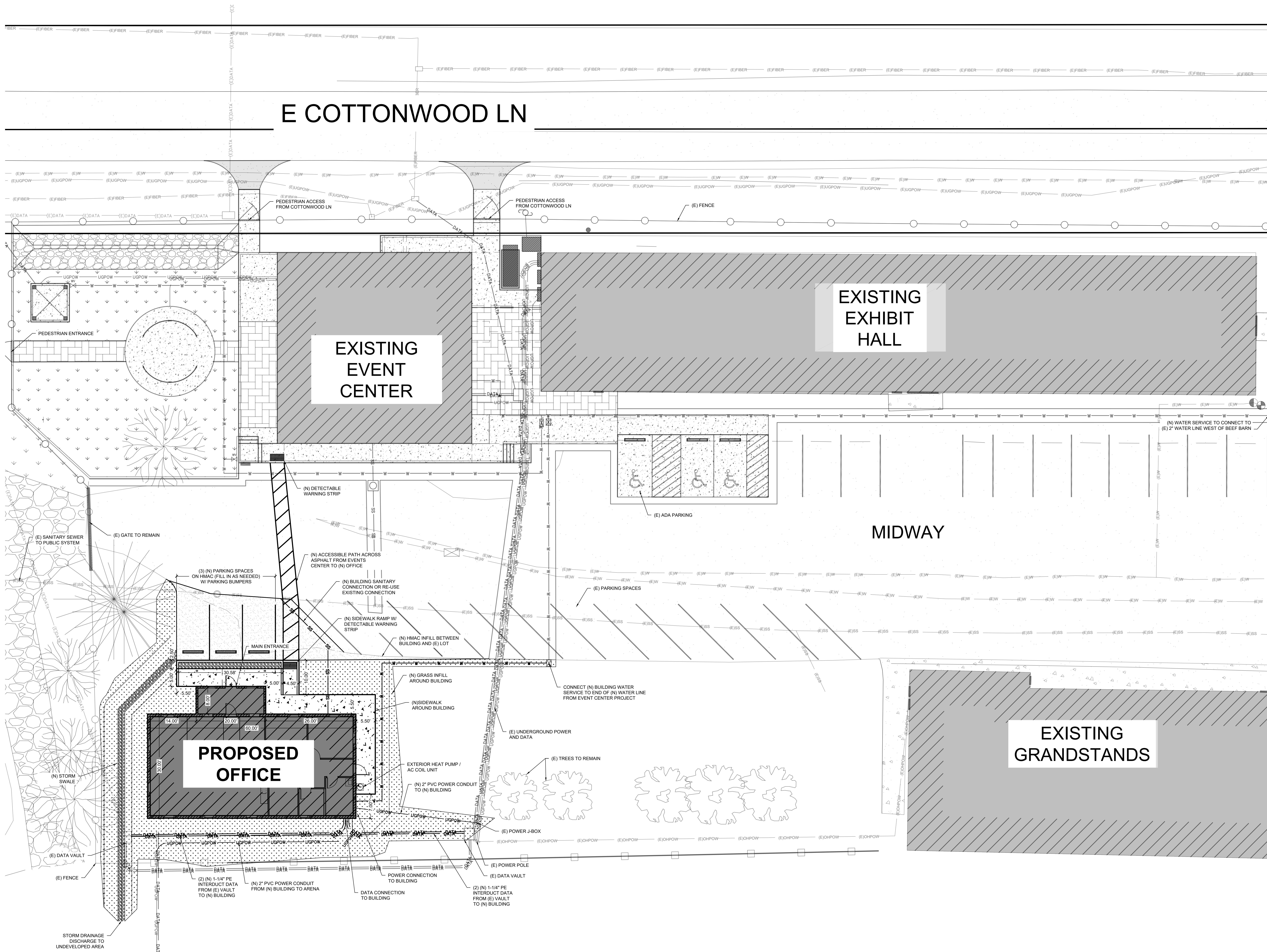
Project #: 2022034B Sheet
 Date: 01/08/26
 Scale: 1" = 10'
PC03



PC03 - Land Use Planning Existing Conditions & Demo Plan.dwg

3/13/2024





PC10 - Land Use Planning Site Plan.dwg
3/13/2024

PILLAR CONSULTING GROUP, INC.
 835 NW 23rd ST.
 CORVALLIS, OREGON 97330
 PHONE: 541-752-9202
 WWW.PILLAR-INC.COM

REGISTERED PROFESSIONAL ENGINEER
 #51500PE
 DIGITAL SIGNATURE
 OREGON
 JEREMY T. SCHMIDT
 EXPIRES 06/30/25

(C) 2024 PILLAR CONSULTING GROUP, INC.

KEYED NOTES

1	-
2	-
3	-

FOR LAND USE PLANNING ONLY

No.	Revision/Issue	Date

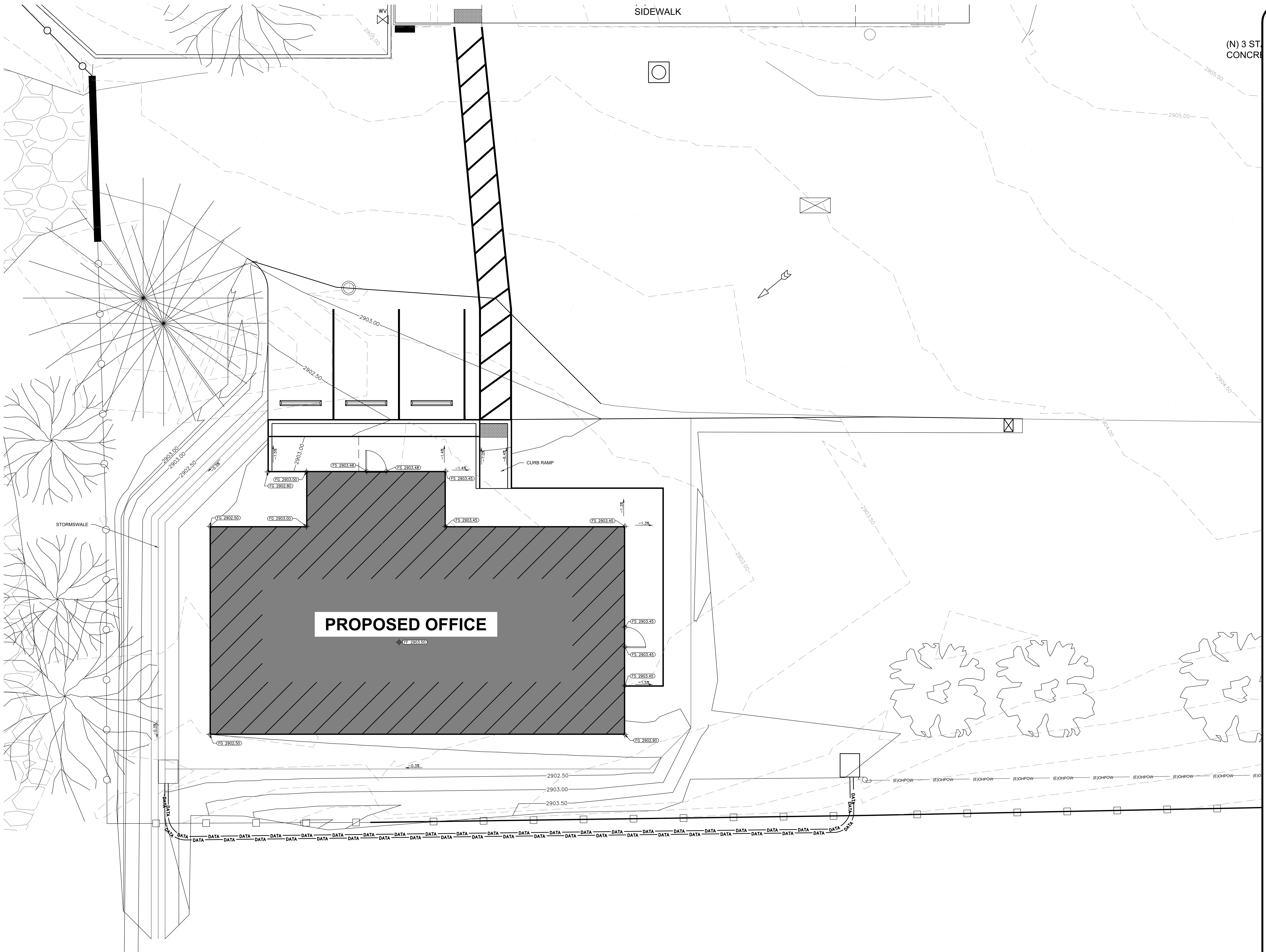
Project Name and Address
LAND USE PLANNING DETAIL SITE PLAN
 GCGF OFFICE REPLACEMENT
 GILLIAM COUNTY FAIRGROUNDS
 602 N. WASHINGTON ST
 CONDON, OREGON 97823

Project #: 2022034B Sheet
 Date: 01/08/26
 Scale: 1" = 10'
PC10

THE BAR ABOVE IS 1-INCH LONG WHEN DRAWING IS PLOTTED TO SCALE

PC11 - Land Use Planning Grading Plan.dwg

3/13/2024



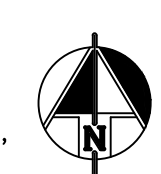
(N) 3 ST
CONCR

SIDEWALK

PROPOSED OFFICE

1 LAND USE PLANNING DETAIL GRADING PLAN

SCALE 1" = 5'



PILLAR CONSULTING GROUP, INC.
 835 NW 23rd ST.
 CORVALLIS, OREGON 97330
 PHONE: 541-752-9202
 WWW.PILLAR-INC.COM

REGISTERED PROFESSIONAL ENGINEER
 #51500PE
 DIGITAL SIGNATURE
 OREGON
 JEFFREY T. SCHEP
 EXPIRES 06/30/25

(C) 2024 PILLAR CONSULTING GROUP INC

KEYED NOTES

- ① -
- ② -
- ③ -

FOR LAND USE PLANNING ONLY

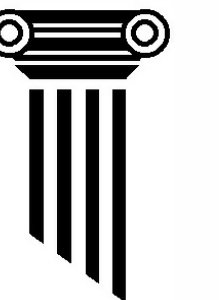
No.	Revision/Issue	Date

Project Name and Address
LAND USE PLANNING DETAIL GRADING PLAN
 GCFG OFFICE REPLACEMENT
 GILLIAM COUNTY FAIRGROUNDS
 602 N. WASHINGTON ST
 CONDON, OREGON 97823

Project # 2022034B Sheet
 Date 01/08/26
 Scale 1" = 5'
 0 1" = 5'
 THE BAR ABOVE IS 1-INCH LONG WHEN DRAWN TO SCALE

PC11

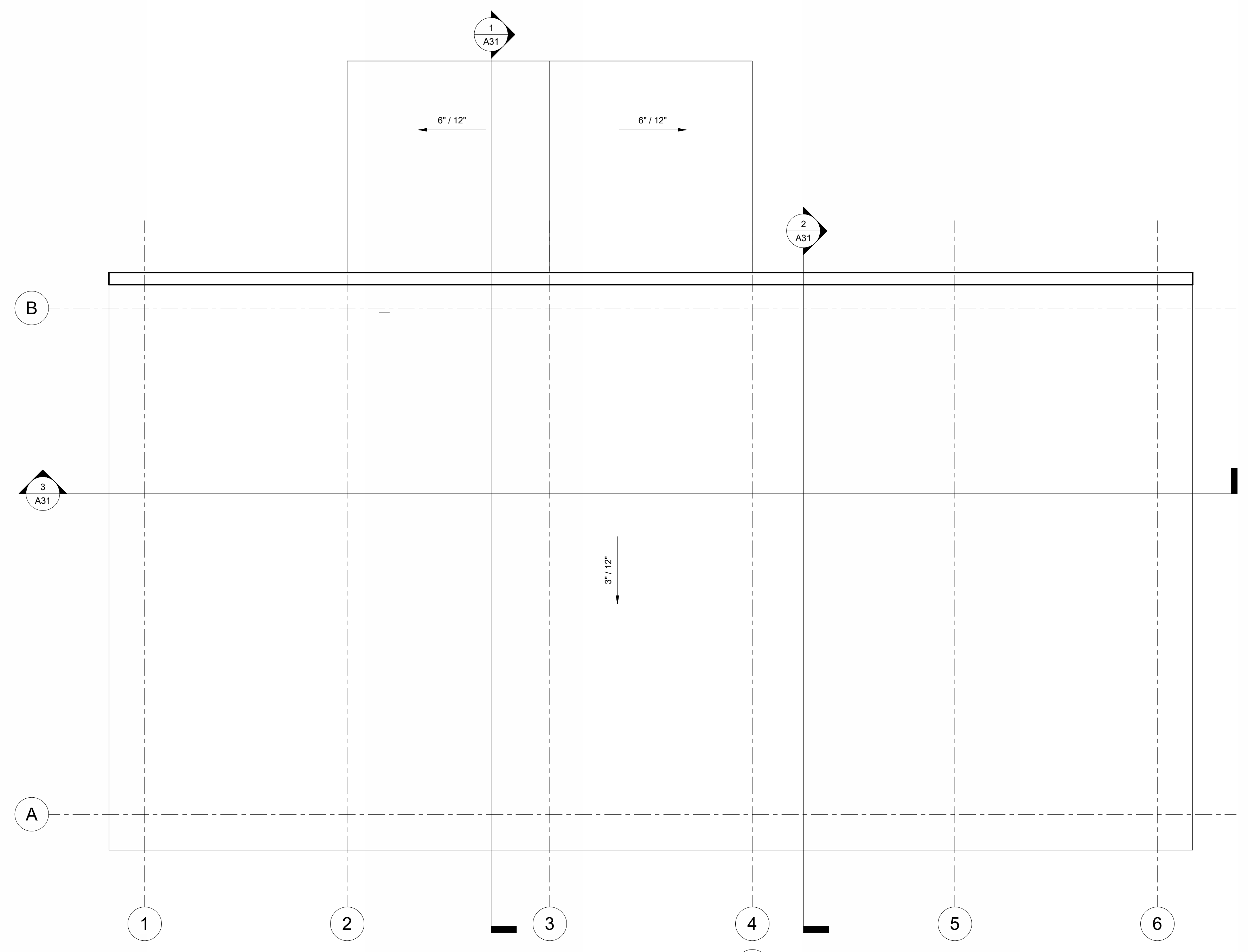
Exhibit D: Building Drawings



Consultant
Address
Phone
Fax
e-mail

REVISION SCHEDULE

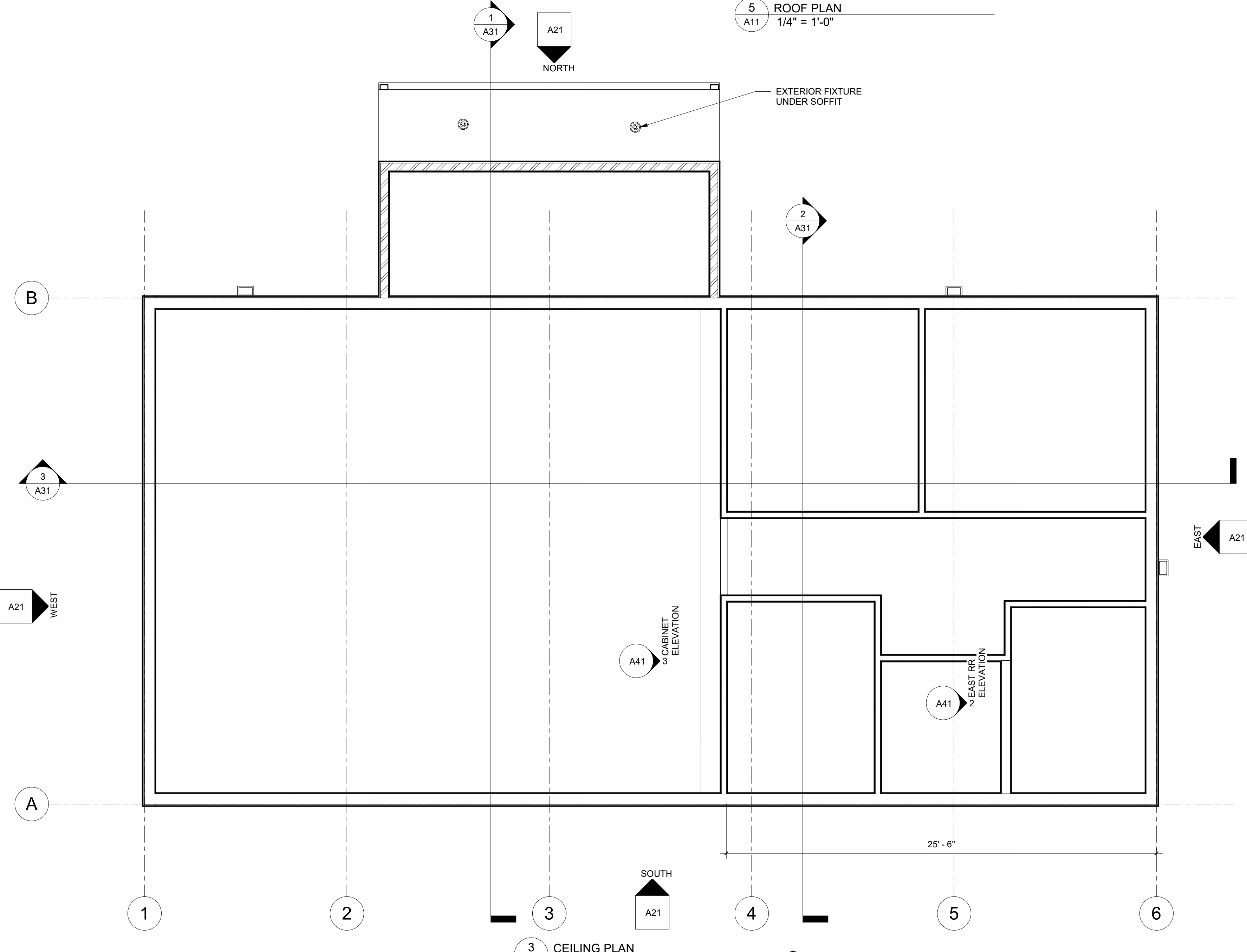
No.	Description	Date



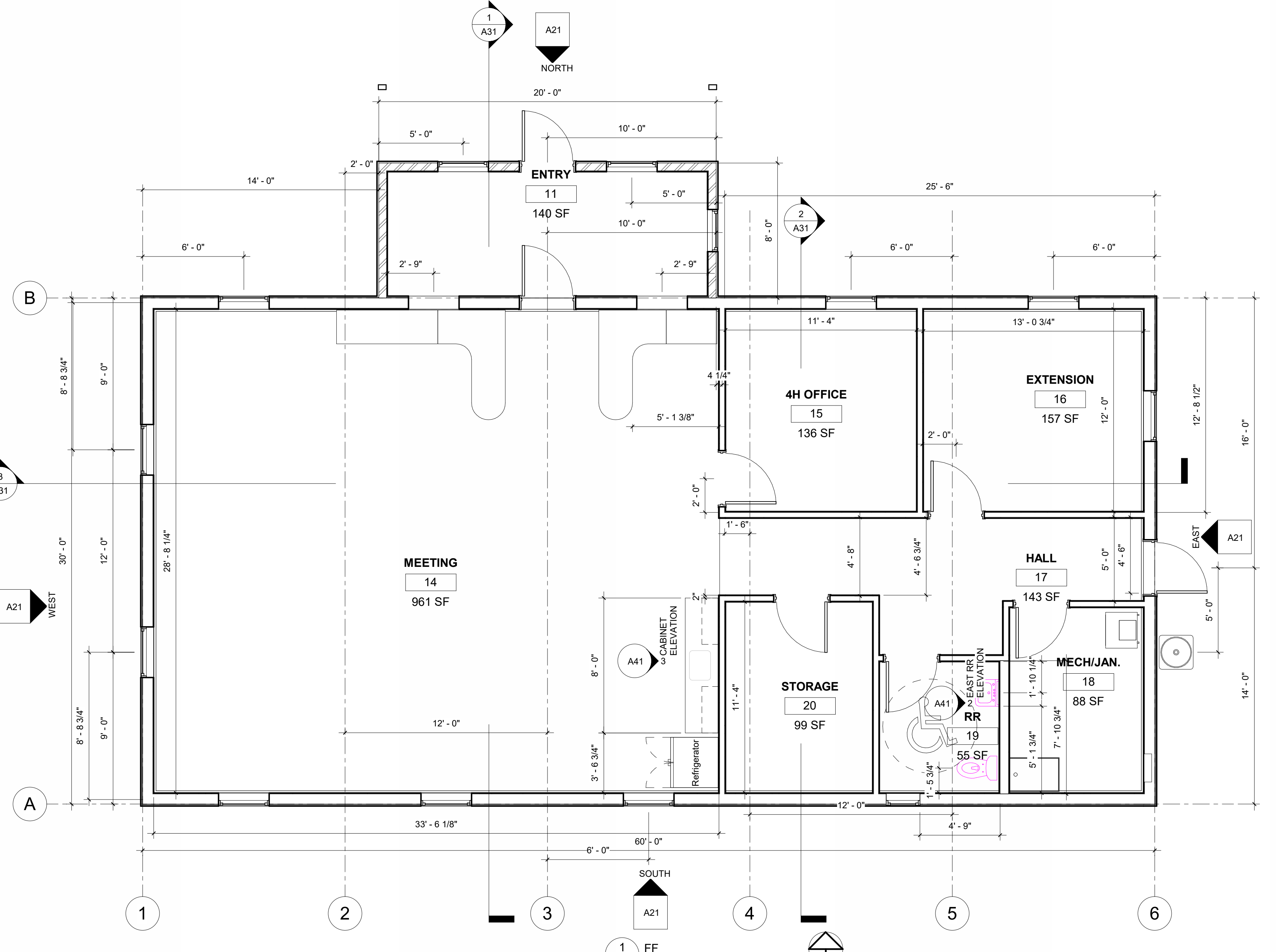
5 ROOF PLAN
A11 1/4" = 1'-0"



2 VIEW FROM NW
A11



3 CEILING PLAN
A11 1/4" = 1'-0"



1 FF
A11 1/4" = 1'-0"

FLOOR PLAN

GCFG OFFICE

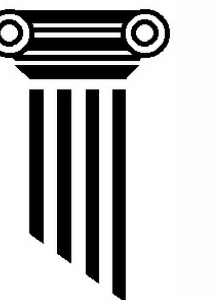
GILLIAM COUNTY FAIR GROUNDS

PRELIMINARY

Project number 2022034B
Date 01/09/23
Drawn by Author
Checked by Checker

A11

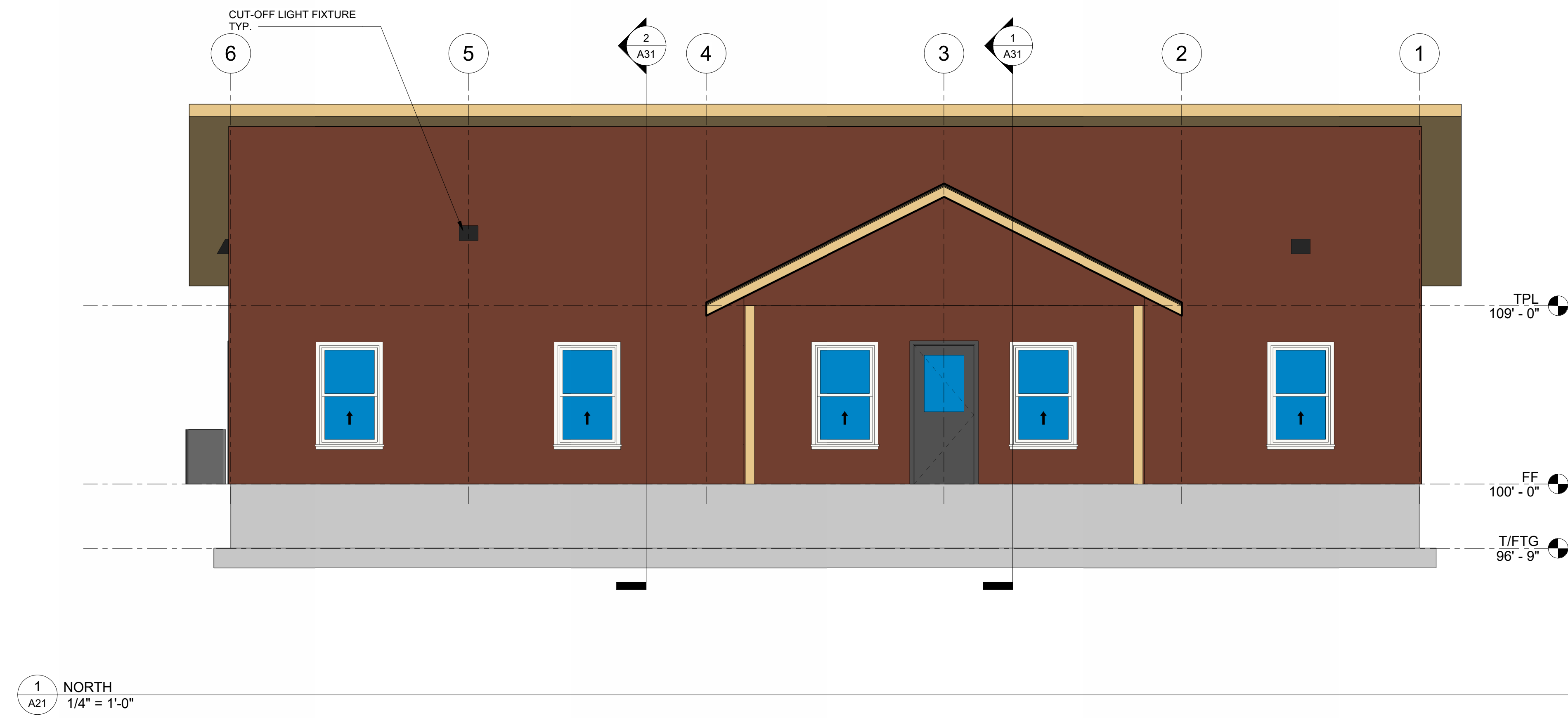
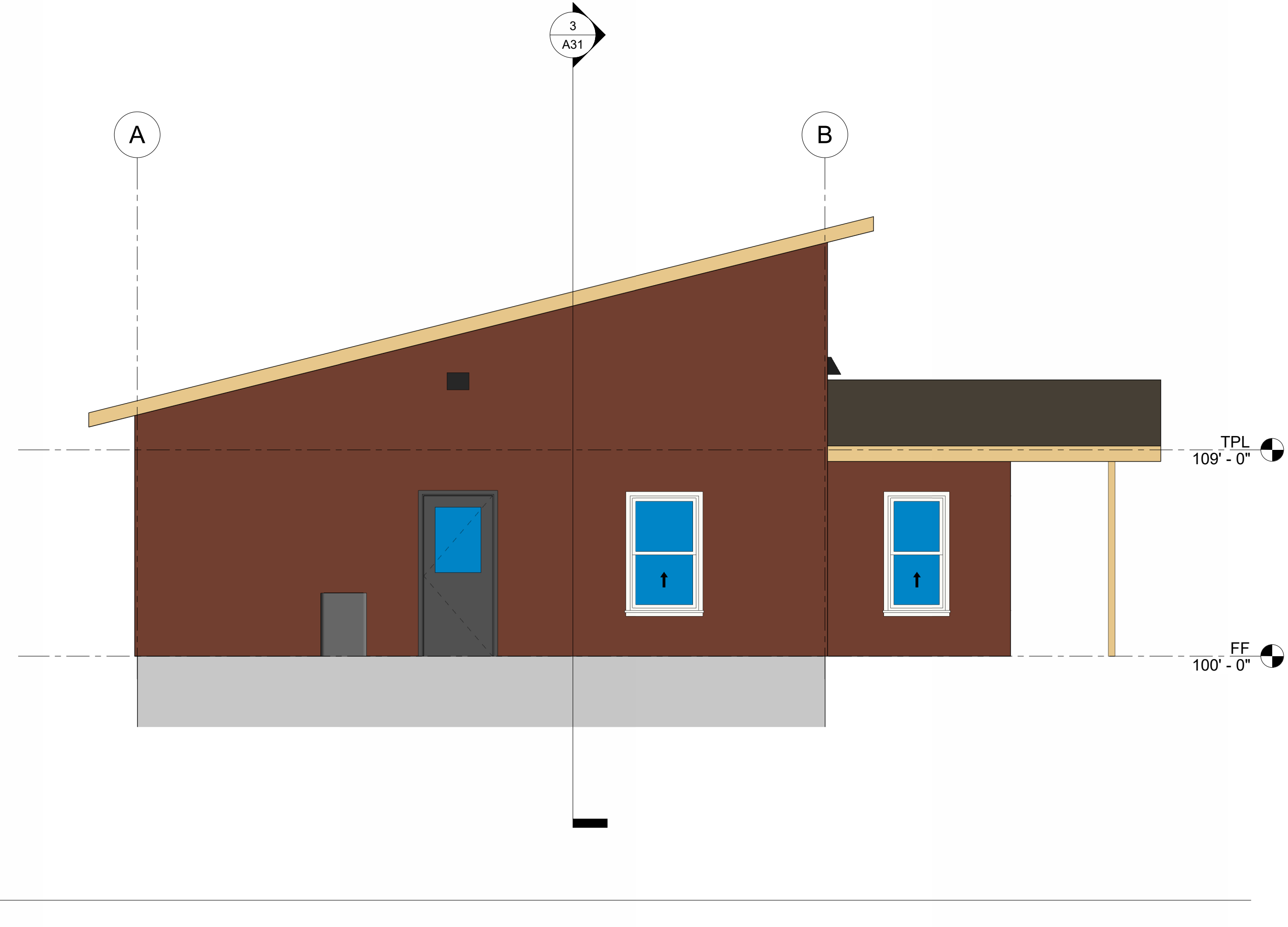
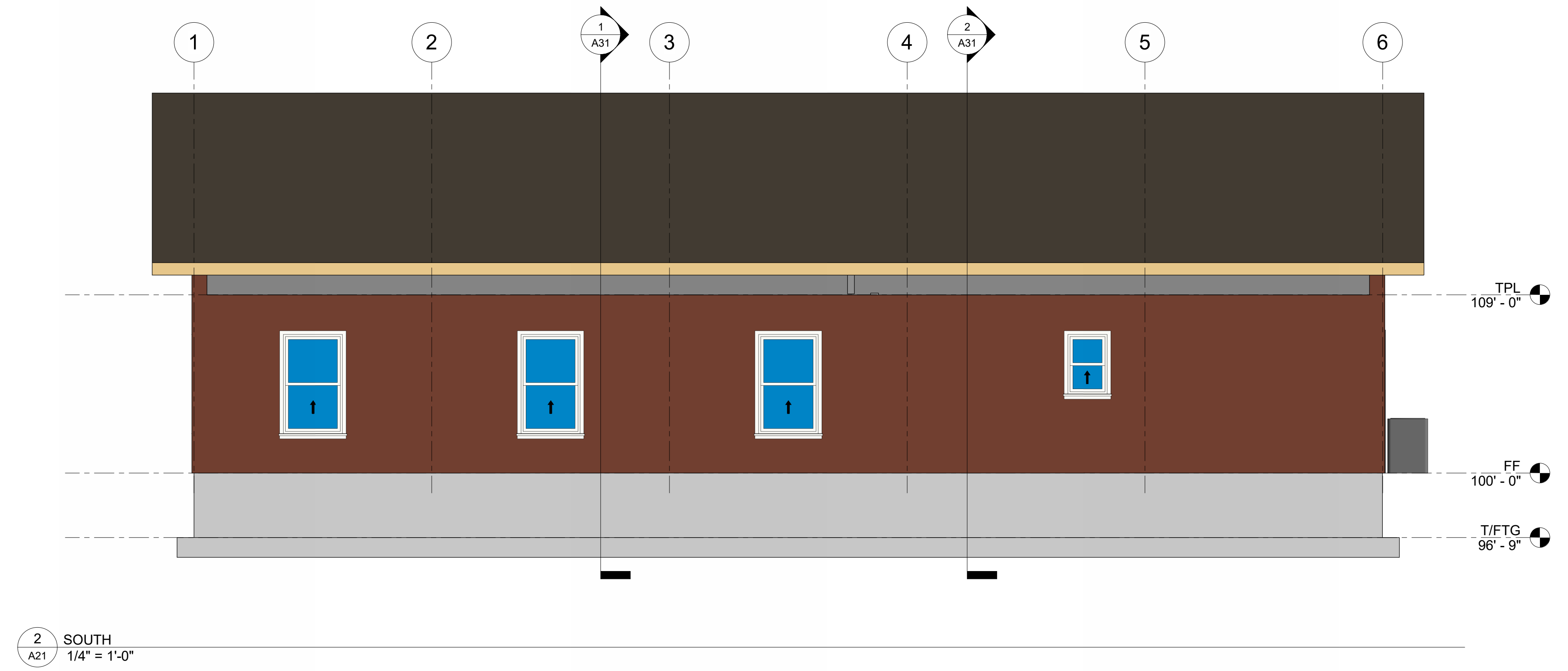
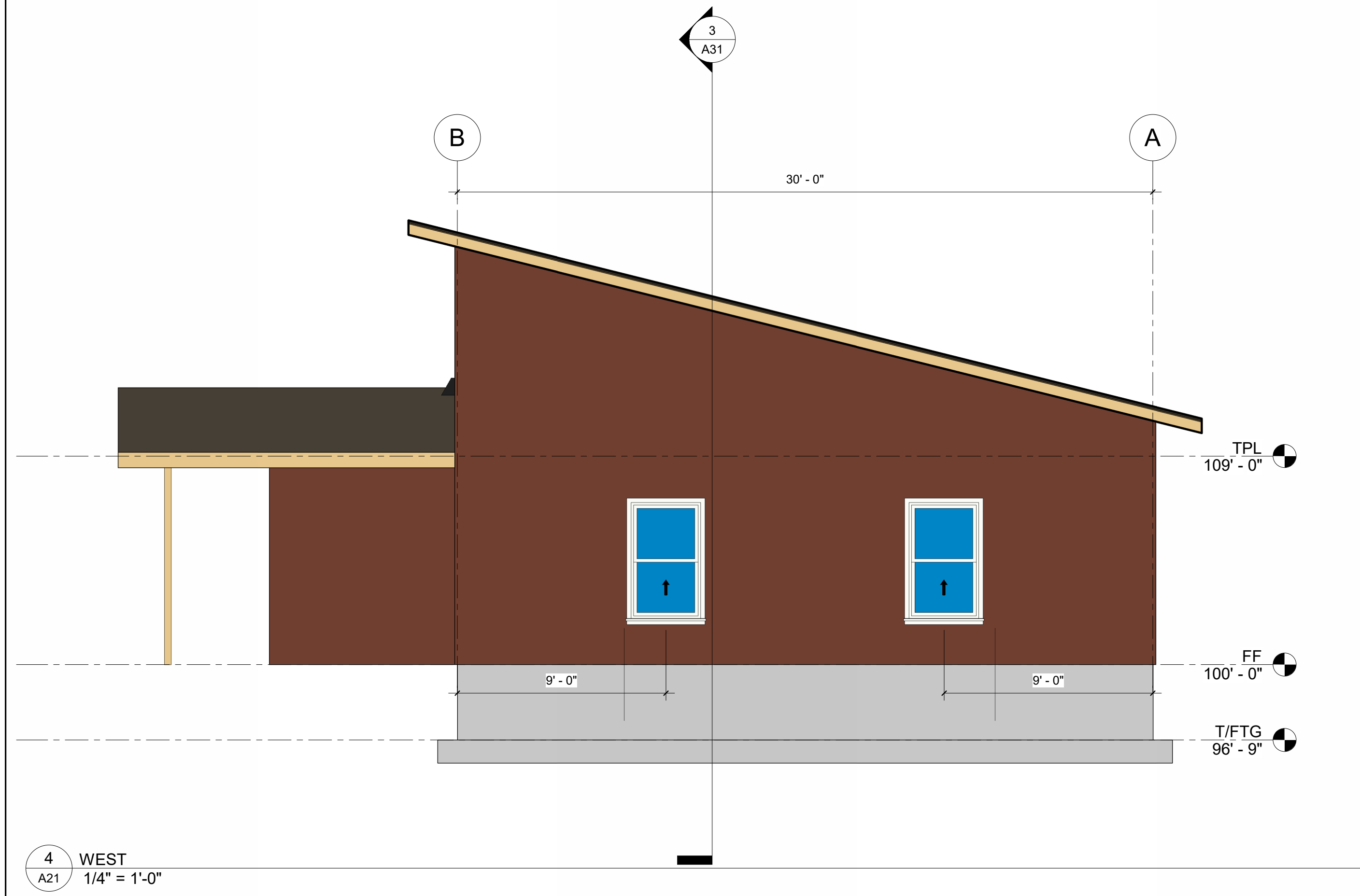
Status:



Consultant
Address
Phone
Fax
e-mail

REVISION SCHEDULE

No.	Description	Date



EXTERIOR ELEVATIONS

GCFG OFFICE
GILLIAM COUNTY FAIR GROUNDS

PRELIMINARY

Project number 2022034B
Date 01/09/23
Drawn by Author
Checked by Checker

A21

Status:



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

MINUTES REGULAR PLANNING COMMISSION MEETING

TUESDAY, AUGUST 19, 2025, 5:30 PM

1. CALL THE MEETING TO ORDER/ROLL CALL

Planning Commission chair Cody Bettencourt called the meeting to order at 5:33 p.m.

Present: Planning Commissioners Cody Bettencourt, Haylee Andrews, Rachel Weinstein (zoom) and Vernon Grey; Staff - City Administrator Kathryn Greiner and Planning Consultant Jaime Crawford of Bell Design.

Absent: Planning Commissioner Mark Wilson

2. PUBLIC HEARING - CITY OF CONDON SUBDIVISION TENTATIVE PLAN - FAIRWAY HOUSING

2.1. Open Hearing

Chair Bettencourt opened the public hearing at 5:33 p.m.

2.2. Staff Report - Read and/or Summarized

Planning Consultant Crawford summarized the staff report. The city is the applicant and is proposing a 49-lot subdivision that will be in four phases. The city is asking for approval of the tentative plan. The property is city-owned, zoned Residential 1 and has street frontage for each lot. The lots along Cottonwood Lane are through lots, meaning they are facing two streets, but there will not be driveways accessible from Cottonwood Lane. The city has one year to come back with the final plat. Floodplain maps and new ordinance were discussed and how they would affect the subdivision plans.

The recommended conditions of approval are:

1. Submit final map within one year of this approval (before August 19, 2026). The final map shall meet the requirements in 153.035, 153.036 and 153.037,
2. The final map shall be reviewed by both the Public Works Superintendent and City Engineer of Record for substantial conformance with the tentative plan; conformance to 153.055 through 153.056, 153.057, 153.059 and 153.075 through 153.077; conformance with all other city public works and engineering standards and applicable state law.
3. Final map approval shall be determined by the planning commission and then the city council, following 153.039 and 153.040.
4. Prior to planning commission approval is certified on the final map, submit improvement agreements and assurances as required by 153.041 and 153.042.
5. Any future development - public or private - within the identified 100-year floodplain shall require a floodplain permit as described in Title XV.

2.3. Applicants & Proponents Testimony

2.4. Opponents & Public Agency Testimony

Tom McCoin, PO Box 265, 809 W. Cottonwood Lane, Condon - spoke to concerns of flooding on the proposed subdivision that back up across Cottonwood Lane onto their property and environmental hazards due to Conex (petroleum) plant on or near the subdivision. This would include where there is an old railroad bed.

2.5. Questions by Planning Commissioners to Applicant or Proponents

Commissioner Andrews asked about the floodplain issues and walking path that was on the plans. Crawford explained that the floodplain maps are being revised and the city may opt to do "batch engineering/permitting that would accomplish permitting for lots that are affected by the floodplain maps. She explained that the walking path is on the plan and Commissioner Andrews

would like to see that path extended and be of solid material. Commissioner Grey asked about the landowners' responsibilities for the floodplain issues.

2.6. Close Hearing

Chair Bettencourt closed the hearing at 6:07 p.m.

2.7. Planning Commission Deliberation, Decision or Postpone

A motion was made by Planning Commissioner Grey to approve the City of Condon application for tentative plan for Fairway Housing subdivision with conditions of approval in staff report. The motion was seconded by Planning Commissioner Potter. Motion carried.

Yes- Rachel Weinstein, Cody Bettencourt, Vernon Grey, Haylee Potter, No- None, Abstain- None

3. REVIEW & APPROVE MINUTES

3.1. Review & Approve April 15, 2025 Planning Commission Meeting Minutes

A motion was made by Planning Commission Weinstein to approve the April 15, 2025 planning commission meeting minutes. The motion was seconded by Planning Commissioner Grey. Motion carried.

Yes- Rachel Weinstein, Cody Bettencourt, Vernon Grey, Haylee Potter, No- None, Abstain- None

4. OTHER

4.1. 2024 Oregon SB 1537 - Housing Land Use Adjustment - Jaime Crawford

Crawford explained that SB 1537 was passed due to the legislature believing that planning was the issue with delays in approving building plans, but most likely not planning but building codes or supply issues. This law focuses on variances and how they are handled and will most likely not effect Condon's planning issues/permits. The law sunsets in 2035.

4.2. Round-Up/Main Street Properties Update - Administrative Historic District Decision

Crawford stated that the Nick Smith's Main Street Properties application for the Round-Up on Main Street is an administrative approval and exempt from review. Pictures submitted by Smith showthat the property is returning to it's historical form.

4.3. Condon Grade School Update

CA Greiner stated that Port of Arlington has signed agreements with an entity to begin the process of abatement of the old Condon Grade School Building. It is anticipated to be completed late 2025 or early 2026. When completed the property will revert back to the City of Condon who will decide if the building will remain standing or if demolition is the most feasible option.

4.4. Other Planning Commission Issues/Applications

Commissioner Weinstein stated that she will be resigning from the Planning Commission at the end of the year. A new commission will be sought to fill this position.

5. ADJOURN

Chair Bettencourt adjourned the meeting at 6:48 p.m.

Cody Bettencourt, Planning Chair

ATTEST: _____ Date _____
Gibb Wilkins Interim City Administrator