

**City of Willamina
Planning Commission
Meeting Minutes**

Thursday, March 9, 2023 6:00PM

RESCHEDULED DUE TO WEATHER FROM 02.28.2023

West Valley Fire Station
825 NE Main Street
Willamina, OR 97396

Minutes taken by Deputy City Recorder Krystal Stevens

Present at Meeting:

Commissioner Jason Foose
Commissioner Jennifer Eckels
Commissioner Ginny Wymore
Commissioner Eric Wagner
Commissioner Shanna Reid
Commissioner Ila Schunter
City Manager Bridget Meneley
Deputy City Recorder Krystal Stevens

Absent from Meeting:

Commission Chair Susan Richman

Guests at Meeting not limited to:

Assistant Fire Chief Damon Schultz
Justin Stritzke
Willamina School District Superintendent Carrie Zimbrick
Holly Byram of Willamette Valley COG

Call to Order: Due to the absence of Commission Chair Susan Richman, Commissioner Jason Foose operated as stand in Chair for this meeting.

Commissioner Jason Foose called the Planning Commission meeting to order at 6:05 on March 9, 2023.

Roll Call

Flag Salute

AGENDA ADDITIONS, DELETIONS, AND CORRECTIONS:

City Manager Bridget Meneley added Status of Partition file #PAR 22-03 (LLA 22-02,

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VAR 22-01, VAR 22-03) item as Item B to the Regular Agenda.

REGULAR AGENDA

- A) **Site Plan Review, file #SDR 23-01 at 1100 NE Oaken Hills Drive. Willamina School District proposes to expand the existing Middle School building in the southwest corner of the Willamina School District campus. Proposed expansion would add 8,138 SF to the existing 6,245 SF facility. Addition would include six (6) classrooms, restrooms, main office, staff offices, staff breakroom, storage closets, etc. Site improvements would include new utility service connections, concrete walkways, and twelve (12) new parking spaces.**

Refer to Staff Report to the Planning Commission for details on project.

-Holly Byram reviewed the staff report for the Middle School Expansion Project, #SDR 23-01. She added that in addition the high school is going to be retrofitted with new fire sprinklers.

-Commissioner Foose asked about the fire safety issue with the new building.

-Assistant Fire Chief Schultz said the booster pump that will be in place with the completion of the Water Intake Project will give ample pressure.

-City Manager Bridget Meneley said the Water Intake Project is for sure moving forward. She said that the certificate of occupancy will not be provided without the completion of the Water Intake Project, but the school district is fine to begin construction. Part A of the Water Intake Project will be completed at the end of 2023 or beginning of 2024. During the installation of the relief nursery on campus, the city engineer, the Commission and the fire chief said no more building until the fire suppression issue is resolved.

-Justin Stritzke said that their goal for construction was to have the project done before the start of the 2023-2024 school year. They are trying to come up with alternative plans for fire suppression.

-Superintendent Carrie Zimbrick said when they invested in drawing up plans for this project, they were told by the City that the Water Intake Project would be completed by 2022. Also they have funds that need to be spent by the end of 2023. She said the fire hydrant closest to the middle school has a high pressure. They also have 2 water tanks and the suppression pond on campus.

-Holly Byram suggested that a discussion is needed between the city engineer, fire chief and applicant for creative ideas for fire suppression.

-Commissioner Wagner questioned what is the need for a new building?

-Superintendent Carrie Zimbrick said the Willamina School District was compiled of multiple schools merging into one and the buildings are not large enough. They also anticipate with the urban growth Willamina is experiencing that the number of students will grow as well. Currently the number of middle school students has outgrown the existing middle school building which has 6 classrooms and there are 3 middle school classrooms housed in the high school

building. She also said all school districts received money from lesser funds and they wanted to use their funds to address a real need at the school.

-Commissioner Reid asked about the use of Solar Drive?

-Superintendent Carrie Zimbrick said some of the residents that use Solar Drive contribute to the road maintenance and the School District also has a specific fund they contribute to and use for the maintenance of the road every year. They do not anticipate the additional building to increase traffic on the road.

-Superintendent Carrie Zimbrick also said the School District hired a firm to evaluate the traffic flow in the current school parking lot between the high school and middle school buildings, to dramatically change the traffic flow in effort to make it as safe as possible for students. This will be reflected in the paving of the parking lot.

-Holly Byram suggested that the Commission could allow flexibility if the road moves slightly from where it originally is planned on the Site Map due the traffic pattern changing.

MOTION: Commissioner Eric Wagner moved that the Planning Commission approve option B as stated in Site Plan Review application #SDR 23-01, and adopt the findings and conditions of approval recommended in the staff report, AS MODIFIED by the Planning Commission and with the modification to allow the school access road to have some variation to meet school consultants recommendations as long as it's paved with a 20ft minimum width. Commissioner Ila Schunter seconded the motion. Motion carried with a unanimous vote.

B) Status of Partition file #PAR 22-03 (LLA 22-02, VAR 22-01, VAR 22-03)

Refer to document provided by Holly Byram for details on Partition File.

-Holly Byram thanked Commissioner Foose for finding the mistake on the original Partition File.

-Commissioner Foose suggested that moving forward as development changes that perhaps the City changes the language concerning the infill.

-Holly said if it continues to be an issue that that could be a possibility, but it hasn't been a reoccurring problem. She suggested to put it as item to explore at the next opportunity.

Public Input: None

Commissioner Foose expressed thanks to Holly Byram, Assistant Fire Chief Schultz and Superintendent Carrie Zimbrick for being present at the meeting.

MOTION: Commissioner Jason Foose moved to adjourn the meeting. Commissioner

Ginny Wymore seconded the motion. Motion carried with unanimous vote.

Meeting adjourned at 6:50PM

Next Planning Commission Meeting March 28, 2023

THIS IS AN OPEN PUBLIC MEETING

Persons with hearing, visual or manual impairments who wish to participate in the meeting should contact the City of Willamina at least 48 hours prior to the meeting date in order that appropriate communication assistance can be arranged. The City of Willamina Council meetings are accessible to the disabled. Please let us know if you need any special accommodations to attend this meeting.