



**City of Willamina  
Planning Commission  
Meeting and Public Hearing  
Meeting Minutes**

Tuesday November 28, 2023 6:00 p.m.

Minutes taken by Deputy City Recorder Krystal Stevens

**Location of Meeting:**

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

**Present at Meeting:**

Commissioner Shana Reid  
Commissioner Jennifer Eckels  
Commissioner Ila Schunter  
Commission Chair Susan Richman  
Commissioner Eric Wagner  
Commissioner Ginny Wymore  
City Manager Bridget Meneley  
City Planner Holly Byram, MWVCOG  
Tim Wenger, Keystone Builders  
Steve Ward, Westech Engineering  
City Engineer Peter Olsen, Keller Associates (by Zoom)  
Deputy City Recorder Krystal Stevens  
City Public Works Director Jeff Brown

**Absent from the Meeting:**

Commissioner Jason Foose

**Guests Not Limited to:**

Community Members Greg and Debbie Poupard  
Cecelia Wenger Keystone Builders (arrived at 6:39 p.m.)

Commission Chair Richman called the meeting of the Willamina Planning Commission to order at 6:04 p.m.

Deputy City Recorder Krystal Stevens took the roll and a quorum was present.

Flag salute

**I. AGENDA ADDITIONS, DELETIONS, AND CORRECTIONS- None**

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## II. CONSENT AGENDA

Commission Chair Richman called for a motion to approve the items on the Consent Agenda.

**MOTION:** Commissioner Eckels motioned to approve the Meeting Minutes from the October 24, 2023, Planning Commission Regular Meeting and Public Hearing. Commissioner Schunter seconded the motion. Motion carried with a unanimous vote.

## III. PUBLIC HEARING

Commission Chair Richman opened the public hearing at 6:07 p.m.

The continued public hearing was held to receive comments and review the proposed **Ridgeview Heights Subdivision, Phases 3-7**. Land use files # SUB 23-01 with concurrent variances #VAR 23-01, VAR 23-02, VAR 23-03, and VAR 23-04. Location is unaddressed tax lot R6701 00502. Applicant Tim Wenger of Willamina Ridgeview Heights LLC. requests approval to subdivide 10.3 acres into 60 residential lots total.

Commission Chair Richman read the legal script and the declarations.

No objection was given to the published notice.

Commissioner Wagner declared that he has had contact with the applicant Tim Wenger in a business capacity, but he confirmed that he does not expect to receive any financial or personal gain from this subdivision. No other Planning Commissioners made declarations of bias, conflicts of interest, or ex-parte contact. No declarations were challenged by any member of the Commission or members of the public.

City Planner Byram reviewed the staff report and to the Planning Commission. She stated that the hearing was noticed for the previous month, and it was continued in order to give people time to think and review the proposal. In response to the initial public hearing, the applicant had made minor revisions to their plans, and the conditions of approval were revised by staff accordingly.

There are 60 lots proposed, 30 attached duplex townhomes on separate lots and 30 detached homes on separate lots. The applicant changed the number of phases from the original proposed 3-6 into 3-7. This was done by dividing phase 3 into two phases in an effort to ensure the first phase will be done within the required one-year time frame. The northern long, thin lots were originally going to be for cottages but they will now all be duplex townhomes.

This property is zoned R2 which allows for moderate density in order to allow for housing options more than just detached single family. The density for this lot size of 10.3 acres allows for 52-72 dwelling units, the 60 proposed lots falls right in the middle of this range.

According to Willamina's Planning Commission and City Council, development in the city needs to pay for itself. This means all improvements and utilities. This is true with this lot, the subdivision plan shows those improvements according to city procedures on how they are constructed, inspected and approved.

The streets in the subdivision will be dedicated to the city and become public streets once they are built. The subdivision provides two street stub-outs to the property located to the east.

The applicant added a twelve-foot paved pedestrian path to allow access to the property to the east that will allow a connection mid-block between 6<sup>th</sup> Street and Kindness Street. This will be placed on what was originally planned to be a fifteen-foot wide city access easement for access to sewer and storm mains. This has changed to a fourteen-foot wide right of way dedication, that will still also allow city staff to access the manholes. In order to block the access for the time being to undeveloped property to east, signs will be posted for city access only and the path will be blocked with barriers, until the neighboring property is developed.

For each phase of the development, the city's development code requires either park development or a fee-in-lieu to be dedicated to the city's parks fund. The city has opted to receive the parks fee for each phase to be paid in lieu of installing a park facility. The methodology for estimating this fee is included in the Development Code.

City Planner Byram reviewed the four variances that the developer has applied for.

1. Ratio for narrower, longer lots.
2. Allowing through lots.
3. Longer block length.
4. Minimum lot size because of Lot 34 dedicating part of it to the city for city raw water line in Tract A.

City Planner Byram explained the recommended conditions of approval.

1. Allows one year for developer to finish the first phase (Phase 3). Oregon Revised Statutes require that all other phases are due to be done in ten years.
2. The concurrent variances are required to be approved.
3. The final plat shall comply with applicable standards.
4. Compliance with the city engineer comments dated October 20, 2023. Attached in Exhibit A.
5. Fire Department approval- reviewing every phase of the plat to ensure there is ample turning radius and required hydrant spacing. The Fire Department required that during construction, there be a second emergency access gravel road from the property which will remain locked with a gate or blocked with removable barriers unless access is needed.

6. The fee in lieu of parkland.
7. Improvement procedures.
8. Attached dwellings- according to Willamina development code a maximum of three attached dwellings is allowed. Each dwelling is required to have a minimum of 300 sq ft of semi-private outdoor living space.
9. Zero side yard maintenance agreement. Each attached dwelling have the ability to provide maintenance on the structure, with an easement across each others property for that purpose.
10. Restricted access for the through lots. In addition to lots 47-51, also applies to lots 77 and 78.
11. Access management- how far apart the driveways are from each other and intersections.
12. Mid-block 14 ft right of way dedication with 12 ft paved pedestrian path.
13. City access easements- two proposed over to the sewer main, the northern one is now proposed to be the pedestrian connection. Southern one is not required to be paved, but it is required that no houses or structures or fences are built over the easement to ensure city access to the south manhole.
14. Turn arounds gravel at the end of every dead end road so large utility and emergency vehicles have a place to turn around.
15. Off street parking.
16. Clear vision areas- standard that property owners cannot block clear vision at intersections and driveways.
17. Fences
18. Lot grading
19. Utility Easements
20. Monuments
21. Benchmarks

Most of the conditions of approval are standard language that were taken directly from Willamina's development code. They were included for quick reference for both city staff and the applicant.

Comments were included in the staff report from the city engineers, fire department and ODOT.

Planning Commission questions of staff:

There was clarification about the two easements; one is paved and one will not be. Leading to this compromise, there was concern about providing too much access to the neighboring

property.

There was clarification that all access to the through lots will have access only to Highlands Loop to allow parking along Kindness Street, except for the far eastern lot, due to access spacing standards.

There was clarification regarding Tract A and it's relocation from it's existing easement. It will be moved to be routed down Kindness Court and through the right-of-way going to the water treatment plant.

There was clarification regarding the sewer lift stations which are at capacity during storm events. The City Council had decided to not enact a moratorium on building in the city, and instead, the city has been working with DEQ and has applied for 4 million dollars of funding to replace the pumps in the sewer lift stations.

Applicant presentation.

The applicant's project engineer Steve Ward, Principle of Westech Engineering in Salem Oregon, spoke regarding the extensive planning that has gone into putting their plans together. After the last Planning Commission meeting, improvements were made in the plans and they are happy with the revised staff report.

Property owner Tim Wenger of Keystone Builders discussed their decision to split phase three into two parts and the amount of traffic they have experienced with people trying to drive through their subdivision up into the hills behind. He introduced his daughter Cecelia Wenger, an advisor for their team on this development application.

It was noted by City Manager Meneley that community member Greg Poupard had requested to be added to the agenda and it did not happen. He will speak during public comment time.

Public testimony. There were no speakers during Proponents.

Speaking as an opponent, Greg Poupard asked for clarification on the traffic study provided by ODOT. He also expressed concerns about the city needing to build better infrastructure before building more houses and adding to the population of the city. He was concerned about the traffic increasing due to population increase. He also thanked the applicant for the pictures of the proposed house types recently built in the prior phases.

Applicant Rebuttal.

Responding to the issue raised during public testimony, property owner Steve Ward clarified that the traffic study reports from ODOT state highway that traffic will only increase minimally. He clarified that the impact of population growth on local schools is not a criteria they are bound to by the development code and the school district did not make any comment regarding this

development.

Tim Wenger discussed the SDC fees that the city will receive from the development of all of the lots in the development and the fact that all of those fees will go towards supporting the infrastructure of the city. Altogether the city will receive approximately \$1.2 million in SDC fees for this development. Tim expressed that their hope is as they build, they are benefiting the city with the SDCs they will be paying.

Cecelia Wenger provided the Planning Commission a brief personal testimony regarding the expense of housing and the need for local affordable housing.

There was clarification regarding the ODOT traffic survey, which concluded that this development will add a 4% increase in daily trips during peak hours by the year 2026. Due to the low increase percentage of daily trips and the distance from the development itself to the intersection of NE Oaken Hills Dr and NE Main Street where the survey was conducted, there were no off-street improvements that could proportionally be required. Neither the City nor ODOT have a mechanism for collecting and dollars for future off-site transportation improvements at the 4% increase.

There were no requests to continue the public hearing or hold the record open.

Commission Chair Richman closed the public hearing at 7:09 p.m.

There was no Planning Commission discussion.

**MOTION:** Commissioner Wymore motioned to approve Subdivision # SUB 23-01 and concurrent Variances # VAR 23-01, VAR 23-02, VAR 23-03, and VAR 23-04 and adopt the finding and recommended conditions of approval included in the revised staff report to the Planning Commission. Commissioner Reid seconded the motion. Motion carried with a unanimous vote.

Commission Chair Richman thanked the members of the public who participated in this discussion and informed them that a notice of decision and appeal rights will be mailed to everyone who testified. She requested that they ensure that the city has their accurate mailing address for this purpose.

#### **IV. REGULAR AGENDA**

##### **a. Jason Foose Resignation**

Commissioner Foose submitted a letter of resignation from his position on the Planning Commission due to recently moving out of the city limits. Staff had researched the Planning Commission procedural rules for participation and confirmed that he was not eligible to remain in his position.

**MOTION:** Commissioner Eckels motioned to accept Commissioner Jason Foose’s resignation. Commissioner Schunter seconded the motion. Motion carried with a unanimous vote.

**V. PUBLIC INPUT – BUSINESS FOR THE AUDIENCE - None**

**IX. ADJOURN**

**MOTION:** Commissioner Eckels motioned to adjourn the meeting at 7:18 p.m. Commissioner Wagner seconded the motion. Motion carried with a unanimous vote.

Commission Chair Richman adjourned the meeting at 7:18 p.m.

**Time and Date of Next Planning Commission Meeting**

The next Planning Commission Regular Meeting and Public Hearing will be held on January 23, 2024, at 6:00 p.m.

West Valley Fire Station  
825 NE Main Street  
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Information regarding the above meeting and Zoom access information can be found on the City of Willamina website at <http://www.willamina.oregon.gov>