



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

Tuesday February 27, 2024, 6:00 p.m.
West Valley Fire Station
825 NE Main Street
Willamina, OR 97396

Minutes taken by Deputy City Recorder Krystal Stevens

Present at Meeting:

Commission Chair Susan Richman
Commissioner Eric Wagner via Zoom
Commissioner Ila Schunter
Commissioner Ginny Wymore
Commissioner Shana Reid
Commissioner Jennifer Eckels
City Manager Bridget Meneley
Deputy City Recorder Krystal Stevens
City Planner Holly Byram Mid-Willamette Valley Council of Governments (MWVCOG)

Absent From Meeting: None

Guests Not Limited To:

Katie Vinson, Swan Hall

Commission Chair Richman called the meeting of the Willamina Planning Commission to order at 6:00 p.m.

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

Flag Salute

ADDITIONS, DELETIONS, OR CORRECTIONS- None

CONSENT AGENDA-

Commission Chair Richman called for a motion to approve the Meeting Minutes from Planning Commission Meeting November 28, 2023.

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MOTION: Commissioner Eckels motioned to approve the Meeting Minutes from the Planning Commission Meeting from November 28, 2023. Commissioner Wymore seconded the motion. Motion carried with a unanimous vote.

PUBLIC HEARING

Commission Chair Richman opened the Public Hearing at 6:03 p.m.

Commission Chair Richman read aloud from the provided land use hearing legal script.

There were no objections from the audience regarding the public notice that was published.

There were no conflicts of interest or bias declared by members of the Planning Commission.

All commissioners confirmed that they have driven past the space. Commission Chair Richman and Commissioner Wymore both voiced that they have had ex-parte contact with the space by usage of the space. They confirmed that the use of the space would not impact their decision on the conditional use permit application before them this evening.

City Planner Byram explained that her role in the planning process for the city is to help the Planning Commission understand the criteria when making decisions on land use applications that are submitted to the City of Willamina.

She explained that the application being reviewed during this public hearing is straight forward, it is a part of the procedure for approving a conditional use permit. Every zone in the city has a list of uses allowed out right, and a list of uses only allowed with a conditional use permit. They require a more detailed look at its use to ensure it will not impact the neighboring properties negatively, and provides neighbors with a chance to comment.

The proposed event space is called Swan Hall. It is located in the C1 Zone which allows for entertainment venues and community centers, but the property also has the Business District Overlay. This was adopted for the properties abutting Main Street to give more detail about what types of uses may occur and how they're designed.

The event space is located in an existing building with commercial office spaces in the front of the building and the event space in the rear of the building. There is an existing paved and striped parking lot which is shared by a couple of buildings in that area. There is an additional unimproved gravel parking lot to the north of the building which is used for overflow parking.

The proposed event space will primarily be used for evening events such as live music, speakers, dinners, gatherings, and classes. It started small and has grown into a long-term opportunity. The building officials at the county and the fire marshal have been consulted as well and they are working with the applicant on changing the building occupancy.

Here is criteria from Willamina's development code under section 301.3, under conditional use permits-

1. The use must be listed as a conditional use in this zone. It is, not specifically as an event hall but, a general "auditorium and community center" is on the list.
2. The characteristics of the proposed site are suitable considering site shape, location, topography, and natural features. There is an existing building with no proposed improvements to the outside of the building. It has been used for gatherings in the past and there is parking in support of it. The building and fire officials are reviewing the inside of the building to make sure the capacity is safe for the proposed events.
3. The proposed development is timely considering the adequacy of the transportation systems and public facilities and services. The building has existing water and sewer services and no upsizing has been determined to be needed at this time. Public works and the city engineer have voiced no concerns. The front of the building is already developed with a public sidewalk and paved curb cut for parking. Main Street is in Oregon Department of Transportation (ODOT) jurisdiction for permitting and ODOT's only comment was that if any work needs to be done in the public right of way the applicant would need to get permits through ODOT for that work.
4. The proposed use will not alter the character of the surrounding area. The idea is to bring people to downtown Willamina, and the people that come to the events held at this space will then linger and visit other downtown businesses.
5. Of the goals and policies of the comprehensive plan, the following fit specifically with this space;
 - a. Maintains the commercial core as a vital economic base to maximize customer access and exposure.
 - b. Encourages multiple uses of commercial buildings.
 - c. Encourages concept of rehabilitation of existing buildings.
 - d. Visitor capture, giving them reasons to stop and stay in Willamina.

The proposed use of this space is consistent with these criteria.

6. The space will not be detrimental to the public health or safety or to any other property in the district. At this time staff does not foresee any detrimental impact to abutting properties or public safety there. Staff supports the application for the event space.

Conditions of Approval included:

1. The conditional use permit is not transferrable between locations, uses, or applicants. A new occupant would need to apply for a new conditional use permit.

2. This permit is only for the interior of the building. There has been no event space requested with this conditional use permit.
3. The conditional use permit is contingent on the paved parking lot being available.
4. Conditional use approval pertains to the land use only, and the applicant will continue to work with the building official and the fire chief.
5. Events held at this event hall shall not cause nuisance to abutting property by odor, glare, noise, or vibration, as consistent with Willamina Municipal Code.
6. Reminder of city quiet hours.
7. Signs are subject to city sign code.
8. Compliance with the conditions of approval are the responsibility of the applicant.

Last page of staff report has Planning Commission options, and staff is recommending approval as submitted.

The applicant Katie Vinson 695 SW Pioneer Drive Willamina, OR 97396 made a brief presentation. She stated that so far they have had a couple of small events at the space with temporary permits, and want to make it bigger scale. They want to bring in other people from out of the area. She loves this town and loves people getting together, that's what it's all about for her. She feels that it will be culturally enriching and create things for people to do here. Has already drawn people in from out of town.

There was no other testimony provided by any members of the public attending either in person or remotely using the Zoom meeting platform. No comments had been submitted in writing to the Planning Commission ahead of the meeting date.

Planning Commission questions of staff and the applicant-

1. City Manager Meneley raised the point that the property is located on the ODOT highway so the 7th condition of approval needs to reflect complying with ODOT's sign codes. It was noted by City Planner Byram that this detail can be added into the motion as a revision to that condition of approval, or if the commission feels that the city's development code already references that detail it could be left as-is.
2. The applicant said there is an existing box and sign and she was planning to fix a new sign to that. She asked if plans will need to be submitted and approved to put a new sign there. City Manager Meneley said yes, there is an application and process and only

certain colors and designs that can be used.

3. A commissioner asked if the applicant will be applying for a liquor license. The applicant answered that right now she is not sure, it depends on what is required of her in order to hold events at the space. Finding out more information was depending on receiving the conditional use permit. Up to this point they have been able to use temporary extensions from the liquor license at Odd Fellow's Pizza, but she's not expecting they'll want to continue doing that for the long term.
4. City Manager Meneley referred to condition of approval number two referring to no outdoor space usage. She asked if Swan Hall opens the side doors onto Odd Fellow's Pizza patio does that count as using an outdoor space? City Planner Byram specified that the space being used would technically be considered Odd Fellow's Pizza's space and is permitted.
5. A commissioner asked how long the conditional use permit lasts. The conditional use permit will be good for the duration of the applicant's ownership of the space. The applicant needs this conditional use permit before they are able to obtain the change in occupancy from the county.
6. A commissioner asked for clarification on the meaning of the term "event" as it is used in the application, asking for specification of the number of people allowed, and what types of events. This will be dependent on the occupancy it is assigned by the county. The applicant said the events she has had are yoga and trivia nights. Trivia nights have had about twenty people.
7. The applicant asked if with the approval of this conditional use permit, the city would allow them to continue holding their events in the building, as long as it adheres to city code for that zone. City Planner Byram confirmed that upon approval of the conditional use permit, by the Planning Commission, events can be held in the space after the twelve-day window for appeal has passed. The applicant must adhere to the conditions of approval and continue to work to comply with the Fire Marshal and change the occupancy with the County.
8. City Planner Byram asked for clarification on whether the events in Swan Hall would carry on past the designated quiet hours or possibly be disruptive to neighboring properties. The applicant confirmed that they would stay within quiet hours which begin at 10:00 p.m. and she doesn't anticipate any of their events even going that late.

With no further testimony, Commission Chair Richman closed the public hearing at 6:37 p.m.

MOTION: Commissioner Eckels motioned to approve Conditional Use Permit application # CU 24-01, and adopt the findings and recommended conditions of approval contained in the staff report. Commissioner Reid seconded the motion. Motion carried with a unanimous

vote.

City Manager Meneley offered thanks to the applicant for navigating the development process with the city. It is not meant to hinder new business coming into town. There's a lot involved in the processes outlined in the development code because a group of passionate people worked hard to develop a vision of what Willamina should look like. The staff tries hard to communicate and help along the way. She expressed thanks to the applicant for working with the county and the city.

PUBLIC INPUT – None

ADJOURN

MOTION: Commissioner Eckels motioned to adjourn the meeting at 6:43 p.m. Commissioner Wagner seconded the motion. Motion carried with a unanimous vote.

The meeting was adjourned by Commission Chair Richman at 6:43 p.m.

Time and Date of Next Planning Commission Meeting

Planning Commission Meeting April 23, 2024
West Valley Fire Station
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Information regarding the above meetings(s) and Zoom access information can be found on the City of Willamina website at <https://www.willamina.oregon.gov>

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