



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

Tuesday April 23, 2024, 6:00 p.m.
West Valley Fire Station
825 NE Main Street
Willamina, OR 97396

In-person attendance is allowed at the Planning Commission Meeting. The City also provides access via the Zoom platform. Zoom access information is available at the end of this Agenda.

I. CALL TO ORDER

II. ROLL CALL

III. FLAG SALUTE

IV. AGENDA ADDITIONS, DELETIONS, AND CORRECTIONS

V. CONSENT AGENDA

- a. Minutes from the February 27, 2024 Planning Commission Meeting and Public Hearing.

VI. PUBLIC HEARING

- a. Public Hearing for land use files: Partition #PAR 24-01, Variance #VAR 24-01, and Variance #VAR 24-02. Address 248 SW Hill Drive in Willamina. Applicant Eric Wagner of The Wagner Group Inc. requests Planning Commission approval to partition a 18,253 SF property into three parcels. Parcel 1 would contain the existing single-family house. Parcels 2 and 3 would be available for future houses. The applicant submitted two concurrent variances to the land division standards for minimum lot frontage width and the lot depth-to-width ratio.

VII. REGULAR AGENDA

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- a. Planning Commission Applications

VIII. PUBLIC INPUT – BUSINESS FOR THE AUDIENCE

- a. Public Input: Presentations not scheduled on the Agenda are limited to three (3) minutes. Longer presentations should be submitted to the City Recorder prior to the meeting.

IX. ADJOURN

Comments may be given verbally via Zoom, in-person, or submitted to the Deputy City Recorder at stevensk@ci.willamina.or.us in advance of the meeting.

Join Zoom Meeting

<https://us02web.zoom.us/j/87616171018?pwd=Z1prRS9HaklFVXhIbmpqN2R1MW5KQT09>

Meeting ID: 876 1617 1018
Passcode: 465718

Find your local number: <https://us02web.zoom.us/j/87616171018?pwd=Z1prRS9HaklFVXhIbmpqN2R1MW5KQT09>

Next Planning Commission Meeting May 28, 2024

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.

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**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.

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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
825 NE Main Street
Willamina, OR 97396

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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CITY OF WILLAMINA

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Willamina, OR 97396
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STAFF REPORT TO THE PLANNING COMMISSION

I. BACKGROUND

MEETING: April 18, 202

FILE NUMBERS: Partition #PAR 24-01, Variance #VAR 24-01, and Variance #VAR 24-02.

APPLICANT: Owner Attn. Eric Wagner, The Wagner Group Inc.

REQUEST(S): Applicant requests Planning Commission approval to partition a 18,253 SF property into three parcels. Parcel 1 would contain the existing single-family house. Parcels 2 and 3 would be available for future houses. The applicant submitted two concurrent variances to the land division standards for minimum lot frontage width and the lot depth-to-width ratio.

PROPERTY: 248 SW Hill Drive, Polk County, Willamina. Tax lot 6.7.12AB 00300.

ZONE: R2 – Moderate Density Residential

CRITERIA: Willamina Development Code:

- Section 2.102 R2 Moderate Density Residential Zone
- Section 2.208 Development Standards for Land Divisions
- Section 3.104 Variances
- Section 3.106 Partitions

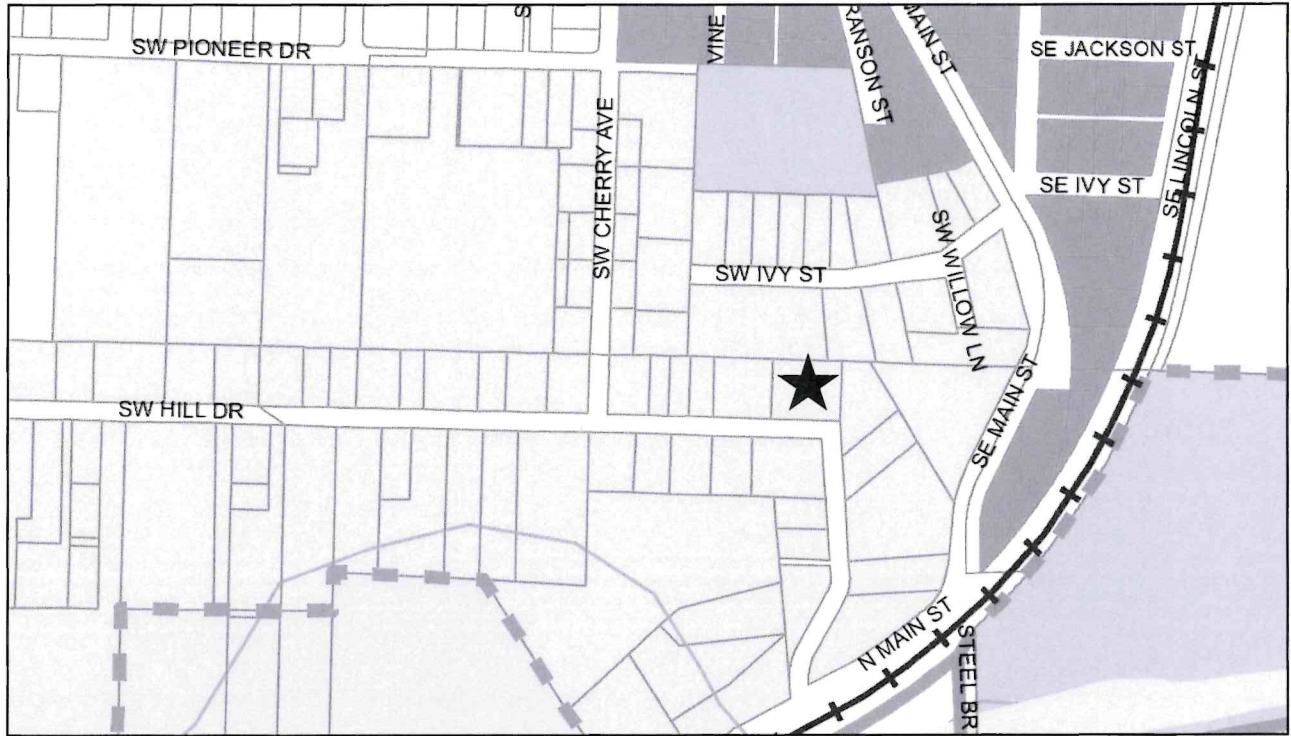
EXHIBITS: A: Comments from Departments and Partner Agencies
B: Land Use Applications

II. AUTHORITY & PROCEDURE

Pursuant to Willamina Development Code procedures, a Partition is a Type I-B action, and a Major Variance is a Type II action. The Willamina Development Code allows for land use applications submitted concurrently to have a consolidated review under the highest review type. A Type II action requires a quasi-judicial review by the Planning Commission using a mix of objective and subjective standards, with a mailed notice to property owners within 100 feet of the subject properties. Appeals are to the City Council.

III. MAPS

VICINITY MAP (Source: Polk County Assessor Map)



STREETVIEW (Source: Google Streetview, captured August, 2023)



IV. ANALYSIS OF DECISION CRITERIA & DEVELOPMENT STANDARDS

The purpose of this section is to provide the Willamina Planning Commission analysis of the applicable sections of the Willamina Development Code (WDC). All three concurrent land use applications are addressed below.

A. PARTITION APPLICATION

3.106 PARTITIONS

3.106.1 Area of Application

A partition is required for any land division which creates two (2) or three (3) parcels in a calendar year. The parcels shall meet the Development Standards for Land Divisions of Section 2.208, other applicable development standards and the following additional requirements...

FINDINGS: This land use application proposes to divide the subject property into three parcels total. This land division meets the definition of a partition.

A. Access: Each parcel shall meet the access requirements of Subsection 2.208.03.

FINDINGS: Willamina's access standards requires that every parcel created by the proposed land division has legal access to a public right-of-way, or as otherwise approved through a private street or easement, to ensure that no property is land-locked. All three proposed parcels take direct access from SW Hill Drive, which is a public street within the City of Willamina jurisdiction.

The minimum lot frontage width in the R2 zone is 50 feet. There is an existing single-family home on the subject property. The applicant has proposed a land division plan which shows a side property line reduced to the minimum 5-foot side setback on that house. The resulting Parcel 1 frontage is 63.33 feet. The resulting frontage width for Parcels 2 and 3 is then 40.80. The applicant has submitted a concurrent variance application for the frontage width standard, stating that Parcels 2 and 3 are as wide as possible, given the location of the existing structure. The variance decision criteria are discussed later in this staff report. This standard can be met through the Planning Commission approval of the concurrent variance application.

B. Each parcel shall satisfy the dimensional standards of applicable zoning district, unless a variance from these standards is approved.

FINDINGS: The subject property is zoned R2 Moderate Density Residential. The dimensional standards for the R2 zone are found in WDC 2.102.04. The minimum lot size for a detached single-family dwellings is 5,000 SF. Parcel 1 is proposed to be 7,991 SF, and Parcels 2 and 3 are proposed to be 5,131 SF. All three parcels satisfy the minimum lot size of the R2 Zone. The only yard setback impacted the proposed land division is the interior side setback along the existing house. It is proposed to be 5 feet, which meets the minimum 5-foot standard. All other setbacks of the house are existing, and not impacted by this partition. No structures are proposed at this time.

C. Adequate public facilities shall be available to serve the existing and newly created parcels.

FINDINGS: The City Engineer and Public Works Director have both reviewed the concurrent land use applications. The City Engineer review comments are attached to this staff report as Exhibit A. This standard for adequate public facilities refers to the City's ability to serve new development. Section 2.208 Development Standards for Land Divisions is addressed below. It states that the developer shall be responsible for constructing connections to the adjacent public facilities to serve new development, including streets, sidewalks, water, sanitary sewer, storm sewer, etc.

Prior to submitting these concurrent land use applications, the applicant participated in a Pre-Application meeting with staff, during which the utilities and public improvements were discussed with the following notes:

Water: There is a 6-inch water line in SW Hill Dr on the south side of the right-of-way. The 2015 Water Master Plan model shows approximately 1,130 gpm. There is a CIP project on Pioneer which would increase the flow, but it is not yet in the budget, so there is no timeline for this. The pressure reducing vault/valve (PRV) near Pioneer and Cherry could be in the ballpark of \$30-40k to upgrade. Jeff Brown, Public Works needs to be present for any hydrant flow tests. Jeff reports the tests are brief, taking not more than 10 minutes. When future utility connections are ready, the City performs the water taps.

Sewer: There is a sewer line in SW Hill Dr on the north side of the right-of-way. Throughout the city there are capacity limits with both lift stations north and south, but the City Council has not enacted a development moratorium. For future utility connections, the developer performs taps, with City inspection.

Stormwater: The applicant reports that a portion of the subject property frontage is piped, and the remainder is a ditch. He expects to extend the pipe/culvert for the full frontage of the property(ies) with this partition. The City Engineers will need to see erosion control during construction.

Streets: The City narrowly missed the most recent round of Small City Allotment (SCA) grants to repave SW Hill Drive. SW Hill Drive is a local level classification street. The right-of-way is 40 ft wide. A land division would require the applicant to perform half street improvements, which includes pavement, gutters, curbs, and sidewalks. The WDC provides a path for the applicant to formally request a deferral agreement with a non-remonstrance agreement for some or all of the required improvements, to a future trigger, to attach to the deed. The applicant has indicated that he is interested in this option.

Following the Pre-App meeting and a site visit, the City Engineer recommendation is to allow the applicant to record an Improvement Deferral Agreement (if formally requested) for the required 1/2 street, gutter, curb, and sidewalk. Consistent with WDC 2.201.04 (below), these improvements would be the responsibility of the property owner of record when triggered on a future date with abutting development (or future City SCA grant project). Separate from the deferral agreement, the applicant should install the stormwater culvert along the full frontage of the subject property and also bring the existing single-family driveway into compliance with the City driveway paving standards. This means connecting the existing pavement in front of the garage to the paved street surface at the corner. The purpose of this paving would be to reduce the amount of gravel entering the ROW on the corner, and also to reduce the amount of potential erosion entering the nearby open culvert downstream of the gravel shoulder. The culvert and the driveway paving should both be completed prior to plat recording.

Criterion (C) can be met through the applicant/owner's compliance with the recommended conditions of approval related to construction of required public improvements.

3.106.2 General Provisions

A. Partition approval is valid in perpetuity, upon recording of the final surveyed plat.

B. No parcel within an approved partition may be redivided within the same calendar year in which it was recorded, except through the subdivision process.

C. A master plan for development is required for any application which leaves a portion of the subject property capable of replatting.

FINDINGS: No portion of the subject property is capable of replatting. This application can be found to meet these partition provisions.

2.208 DEVELOPMENT STANDARDS FOR LAND DIVISIONS

2.208.3 Standards for Lots or Parcels

A. Minimum lot area: Minimum lot area shall conform to the requirements of the zoning district in which the parcel is located.

FINDINGS: As previously discussed, detached single-family dwellings are outright permitted in the R2 zone (WDC 2.102.2). All three proposed parcels meet the 5,000 SF minimum lot size for single-family dwellings. This standard is met.

B. Lot width and depth: The depth of a lot or parcel shall not be more than two and a half (2.5) times the width of the parcel...

FINDINGS: Parcel 1 is approximately 63 feet wide by 125 feet deep. This is a ratio of approximately 2. Parcels 2 and 3 are approximately 41 feet wide by 125 feet deep. This is a ratio of approximately 3. Parcels 2 and 3 do not meet the lot width and depth ratio. For this reason the applicant has submitted an accompanying variance application. Similar to the lot width measurement, the width-to-depth ratio is largely a function of accommodating the existing house structure location. There is no other configuration which could be used to improve this ratio. This standard can be met through the Planning Commission's approval of the concurrent variance application.

C. Access: All lots and parcels created after the effective date of this Ordinance shall provide a minimum frontage, on an existing or proposed public street, equal to the minimum lot width required by the underlying zone...

D. Flag Lots...

E. Through Lots...

FINDINGS: As previously addressed, Parcel 1 meets the 50-foot lot-width standard, but Parcels 2 and 3 require the approval of a concurrent variance. There are no flag lots proposed with this partition. There are no through lots proposed with this partition.

F. Lot Side Lines: The side lines of lots, as far as practicable, shall run at right angles to the right-of-way line of the street upon which the lots face.

FINDINGS: The boundaries between Parcels 1, 2, and 3 are generally perpendicular to the SW Hill Drive right-of-way, and parallel to abutting property lines. This standard is met as submitted.

G. Lot Grading: The minimum elevation at which a structure may be erected, taking into consideration the topography of the lot, the surrounding area, drainage patterns and other pertinent data, shall be established by the City Building Inspector.

FINDINGS: No structures are considered with this land division application. The minimum elevation shall be confirmed by the County Building Inspector at the time of future structural permit applications. This standard can be met by the applicant.

H. Utility Easements: Utility easements shall be provided on lot areas where necessary to accommodate public utilities. Such easements shall have a minimum total width as specified in Subsection 2.205.02(I) of this Code

FINDINGS: The applicant can meet this requirement through compliance with the recommended conditions of approval.

2.208.4 Standards for Blocks...

FINDINGS: As no new streets are proposed at this time, this standard does not apply.

2.208.5 Improvement Requirements

A. Partitions: During the review of partition proposals, the City may require, as a condition of approval, the following improvements:

1. Private driveways serving flag lots, or private streets, shall be surfaced per the requirements of this Ordinance.

2. If the street frontage of the subject property is less than or equal to 250 feet, the applicant may sign a non-remonstrance agreement with the City of Willamina, pursuant to Section 2.201.04 'Fee-in-Lieu and Deferral of Required Public Improvements.' This agreement shall stipulate that the applicant or future property owner will agree to participate in right-of-way improvements. The agreement may include provisions for the following: street paving, curbing, sidewalks, water lines, storm sewer facilities and sanitary sewer facilities.

3. If the street frontage of the subject property exceeds 250 feet, the applicant shall improve the following:

a. Public streets upon which the property fronts to public standards, including: surfacing from center line to curb, installation of curbing, storm sewers, sanitary sewers, water lines and other necessary public utilities.

b. Sidewalks, meeting City standards, along public street frontage.

c. The installation of storm sewers, sanitary sewers, water lines and other utilities necessary to serve lots accessing off of the new street. All improvements required as a condition of approval shall be completed prior to the issuance of any building permits for the subject property. Alternatively, improvements required under this Section shall be completed or assured through a performance bond or other instrument acceptable to the City Attorney prior to the approval of the final plat of the partition.

FINDINGS: As previously addressed, WDC 2.208 Development Standards for Land Divisions states that the developer shall be responsible for constructing connections to the adjacent public facilities to serve new development, including streets, sidewalks, water, sanitary sewer, storm sewer, etc. Pursuant to WDC 2.208.05(A)(3) above, the applicant has indicated that he seeks City approval of a deferral and non-remonstrance agreement for the frontage improvements which measure less than 250 feet. With this approval, the construction of the street width, curb, gutter, and sidewalk would be deferred to a future date, when triggered by abutting development or City street construction project. Consistent with the City Engineer's recommendation, the applicant would be responsible for installation of the frontage stormwater culvert and paving the existing

driveway to tie into the street, both prior to platting. This standard can be met through the applicant/owner's compliance with the recommended conditions of approval and the procedures detailed in WDC 2.201.04.

B. MAJOR VARIANCE APPLICATIONS

3.104 VARIANCES - MINOR AND MAJOR

3.104.4 Criteria and Procedure - Major Variance

The Planning Commission may allow a major variance from a requirement or standard of this Ordinance after a public hearing conducted in accordance with the Type II review procedures provided that the applicant provides evidence that the following circumstances substantially exist:

A. Exceptional or extraordinary circumstances apply to the property which do not apply generally to other properties in the same zone or vicinity, and result from lot size or shape, legally existing prior to the date of this ordinance, topography, or other circumstances over which the applicant has no control.

FINDINGS: There are two concurrent Variances submitted with the Partition application. The underlying purpose for the two variance requests are similar, so they are discussed together in this section. The applicant is requesting approval of a variance taken to the minimum lot width (frontage access) standard of 50 feet, when only 40.80 feet are possible for Parcels 2 and 3, from the remainder of the property west of the existing single-family structure. This represents an 18% variance on each parcel. The applicant also requests a variance to the lot depth-to-width ratio for the same two new parcels. The standard for a detached single-family house lot is 2.5 x, but the application shows a ratio closer to 3 x, which is an approximately 17% variance on each parcel. Staff finds the existing development of the single-family house, given the property shape, is an exceptional circumstance which presents a challenge to land division which would not be present on a vacant parcel. This decision criterion is met for both variance standards.

B. Such variance is necessary for the preservation and enjoyment of a substantial property right of the applicant possessed by the owners of other properties in the same vicinity or district.

FINDINGS: The applicant proposes to create Parcels 2 and 3 to meet the minimum 5,000 SF lot size for detached single family dwellings, which is consistent with the development present on abutting properties within this vicinity or district. There is no other unusual land use proposed or requested. The variance requests are necessitated by the specific shape of the subject property in consideration of the configuration of the existing house. This decision criterion is met for both variance standards.

C. The authorization of such variance will not be materially detrimental to the public health, safety or welfare or injurious to property in the vicinity or district in which property is located, or otherwise conflict with the objectives of any City plan or policy.

FINDINGS: The City Engineers have reviewed the sample site plans and proposed driveway dimensions and spacing, and have determined that the subject properties can still meet the City's adopted access spacing standards, and that future development of these parcels is feasible in compliance with all other dimensional standards, including applicable setbacks of the R2 zone. There are no foreseeable detrimental impacts to public health, safety, or property resulting from the approval of both requested variances.

D. That the special conditions and circumstances on which the application is based do not result from the negligent or knowing violation of this Ordinance by the applicant.

FINDINGS: The applicant's requested variances are necessitated by the built conditions on the property upon purchase. The applicant did not build the existing structure. One alternative to conducting the three-parcel partition with accompanying variances would be just a two-parcel partition, which would not be an efficient use of the residential parcel zoned for R2 residential development. The applicant participated in a Pre-Application meeting with staff and understands the applicable standards. In that meeting staff expressed general support for the requested variances to meet the goal of providing housing in Willamina, while still meeting the minimum lot size of the R2 zone. The applicant performed the necessary due diligence. This decision criterion is met for both variance standards.

E. The variance requested is the minimum variance which would alleviate the hardship.

FINDINGS: Based upon the location of the existing single family house structure, there are no other lot line configurations which would provide two new parcels for the proposed type of future residential development better than the plan proposed by the applicant. The variances requested are the minimum variances required to alleviate the hardship. This decision criterion is met for both variance standards.

V. STAFF CONCLUSION AND RECOMMENDATION

Staff has reviewed the application materials in consideration of the decision criteria listed above, and in consultation with City Departments and partner agencies. Staff recommends APPROVAL of the requested Partition land division and concurrent variances, subject to the following recommended conditions of approval.

VI. RECOMMENDED CONDITIONS OF APPROVAL

1. **VARIANCES.** Partition #PAR 24-01 is approved subject to approval of both concurrent variance applications to lot frontage (access) width and lot depth-to-width ratio, referenced as files #VAR 24-01 and VAR 24-02.
2. **PARTITION PLAT REQUIRED.** A partition approval is valid in perpetuity upon recording of the final surveyed plat and associated deeds, consistent with the requirements of the Yamhill County Surveyor's Office and the applicable Oregon Revised Statutes (ORS) Chapter 92. The final plat shall substantially conform to the proposed partition plan.
3. **CITY ENGINEER COMMENTS.** Applicant shall comply with City Engineer Comments attached to the staff report as Exhibit A.
4. **IMPROVEMENTS TIMING.** All improvements required as a condition of approval shall be completed prior to platting. Alternatively, applicant/owner may sign an Improvement Deferral Agreement with Non-Remonstrance Agreement, in which the City grants authorization for the applicant to record the partition plat prior to construction of certain public improvements, including street, gutter, curb, and sidewalks, pursuant to the procedures and provisions of WDC 2.201.04.
5. **STORMWATER CULVERT.** Prior to plat approval, the applicant shall install a stormwater culvert along the full property frontage, in compliance with City standards.
6. **DRIVEWAY PAVING.** Prior to plat approval, the applicant shall bring the driveway leading to the single-family home into compliance with the City's paving standards, connecting the garage to the paved street surface of SW Hill Drive.
7. **DEVELOPMENT STANDARDS.** All public utility improvements shall comply with section 2.2 – General Development Standards of the Willamina Development Code (WDC) and shall be prepared by an

Oregon registered Professional Engineer submitted to the City for review by the Public Works Director and City Engineer. City of Salem Design standards apply to all public infrastructure. Utility connections shall be reviewed and approved with a valid Public Utility/ Right-of-Way Permit prior to construction.

8. EASEMENTS. Utility easements shall be provided on lot areas where necessary to accommodate public and private utilities. Such easements shall have a minimum total width as specified in WDC Subsection 2.205.02(I). Any easements required shall be reviewed and approved by the City Engineer prior to plat approval.

9. FIRE DEPT APPROVAL: Fire Department approval is required prior to platting.

10. BUILDING PERMITS. All future structures on Parcel 2 and Parcel 3 shall be reviewed and approved with a valid Structural Permit issued by Yamhill County Building Division prior to construction.

11. APPROVAL TIMELINE. Within one year of the final decision approving a preliminary plat, a final survey of the approved plat shall be recorded. Plat shall provide endorsement signature lines for the City Recorder and the City Engineer. If the final survey is not submitted within one year, the preliminary approval shall lapse. Time extensions may be requested pursuant to WDC procedures.

12. COMPLIANCE. Compliance with the Conditions of Approval shall be the sole responsibility of the applicant.

VII. PLANNING COMMISSION OPTIONS

In consideration of the submitted land use applications and the recommended findings included above, the Planning Commission has the following options:

- A. Motion to **APPROVE** concurrent Partition and Major Variance applications as submitted, and adopt the findings and conditions of approval recommended by staff in the staff report; or
- B. Motion to **APPROVE** concurrent Partition and Major Variance applications as submitted, and adopt the findings and conditions of approval recommended by staff in the staff report
AS REVISED BY THE PLANNING COMMISSION (stating revised findings or conditions); or
- C. Motion to **DENY** one or more of the concurrent applications, with revised findings supporting denial, as determined by the Planning Commission.
- D. Motion to **CONTINUE** the public hearing to the next regular meeting of the Planning Commission, indicating specific additional information needed to allow for a future decision; or

EXHIBIT A

CITY ENGINEER COMMENTS

City Engineer Comments

April 9th, 2024

Project: 248 SW Hill Dr Partition
Owner: Eric Wagner
Zoning: R-2
Tax Lot: 6712-AB-300 Lot 46

Client: City of Willamina

The following comments are recommended conditions of approval for the 248 SW Hill Dr Partition:

- Sewer
 - Applicant has requested to connect to the sewer line prior to paying the SDC fees (Email thread from 3/28/2024). Currently there is no language in Willamina Ordinance 567 to defer the payment to the future property owner, occupancy, or development. See section 9 with excerpt below.
 - (3) The City administrator, or his designee, shall collect the applicable system development charge when a permit that allows the building or development of a parcel is issued, or when a connection to the water or sewer system of the City is made.
 - (4) The City administrator, or his designee, shall not issue such permit or allow such connection until the charge has been paid in full, or until provision for installment payments has been made pursuant to Section 11, or unless an exemption is granted pursuant to Section 12.
- Streets and Frontage Improvements - **2.203.8**
 - Bring existing driveway leading to existing house up to compliance with 2.203.8. Provide either a minimum of 2 1/2 inches of asphalt over a 6 inch aggregate base or 4 inches of Portland cement concrete over a 2 inch aggregate base prior to plat recording.
 - Install culvert along the full frontage of the existing lot prior to plat recording.
 - A non-remonstrance agreement for the 1/2 street, gutter, curb, and sidewalk will be supported by the City Engineer if the above criteria are met.

RECEIVED

MAR 28 2024

City of Willamina
411 NE "C" Street
PO Box 629
Willamina OR 97396
Telephone: 503-876-2242
Fax: 503-876-1121
ci.willamina.or.us

PLANNING APPLICATION FORM

Property Address: 248 SW Hill

Property Owner: The Wagner Group, Inc

Address: P.O. Box 98
Sheridan OR 97378

Phone: 518-645-4366

Assessor's Map & Tax Lot Polk Yamhill
Tax Lot(s) 6712-AB-300
Tax Lot(s) Lot 46

Applicant: Same

Address: _____

Phone: _____

Zoning R-2

Authorized Representative (if different from applicant):

Eric Wagner

Address: _____

Phone: SAME

- Project Type (Please check all applicable):
- Annexation
 - Conditional Use
 - Home Occupation
 - Lot Line Adjustment
 - Non-Conforming Use
 - Partition
 - Signs
 - Similar Use
 - Subdivision and Planned Unit Development
 - Variance
 - Minor
 - Major X2
 - Zone Change
 - Other: _____

Surveyor or Engineer (if applicable):

Island Mac Donald & Assoc. LLC

Address: 3885 Riverside Dr
McMinnville OR 97128

Phone: 503-472-7904

Size of the Project (# of units, lots, sq. ft., etc.): total
3 units (SPR) existing 2 new 18,253 sqft

CERTIFICATION: I hereby certify that the information on this application is correct and that I own the property or the owner has executed a Power of Attorney authorizing me to pursue this application (attached).

Eric Wagner 27 Mar '24
(Signature of Owner or Attorney-in-Fact) Date

- Attachments:
- (4) folded Maps/Site Plan to scale (if larger than 11" x 17")
 - (1) 8 1/2" x 11" reduced copy of site plan
 - Written Narrative/Response to Criteria
 - Power-of-Attorney (if applicable)

(Signature of Additional Owner) Date

Description of Request
(include name of project and proposed uses)
Divide existing lot into 3 lots allowing the
future construction of 2 new houses

(For Office Use)
Date Application Received: _____
Date Application Complete: _____
Pre-app required? Y N Pre-app # _____
Fee Paid: _____ Initials: _____
File Number: _____

(For Office Use)
COMPLETE PER: Engineering _____
(Req'd Zn Chg, SPR, & Land Divisions)
Planning _____

A Partition Application Includes:

- Application cover page (submitted to City)
- Explanation of Type I-B Action (copy for applicant)
- Preliminary Partition Plan for the partition (submitted to City)
- Submit materials showing compliance with the requirements of Section 3.106.03, B, 1-7:

B. Each application shall be accompanied by a preliminary partition plat drawn to scale of not less than one (1) inch equals fifty (50) feet nor more than one (1) inch equals 200 feet, and containing at a minimum, the following:

1. Appropriate identification stating the drawing is a preliminary plan.
2. North point, scale and date.
3. Name and addresses of land owner, applicant, engineer, surveyor, planner, architect or other individuals responsible for the plan.
4. Map number and tax lot or tax account number of subject property.
5. The boundary lines and approximate area of the subject property.
6. Dimensions and size in square feet or acres of all proposed parcels.
7. The approximate location and identification of existing streets, bikeways, pedestrian facilities, easements or right-of-ways adjacent to, or within, the subject property, and, existing improvements on the property and important features such as section, political boundary lines.

- Written explanation of the partition request (submitted to City):

Divide lot 46, 6712AB-300 at 248 SW Mill Dr currently 1 lot of 18,253
into 3 lots of approximately 5,000, 5,000 and 8,253 SQ FT
Keep existing home on 8,000 SQ FT lot and create 2 new lots for new homes,

- Written response to criteria (attached) (submitted to City).

Deposit Fee: \$650.00 (Ordinance No. ----, ----date ----)

Applicants are required to reimburse the City for any and all costs associated with their Land Use Applications. Deposit amounts are based on City Planner, City Engineer, City Attorney and other occurred costs or fees associated with land use applications, must be paid in full by the applicant prior to the City of Willamina signing off on any land use decision. In the event that costs do not exceed the initial application deposit, the City shall reimburse the unused portion of the applicant's deposit.

Partition – Written Response to Criteria

Criteria the Planning Commission uses to make a decision.

The applicant is required to submit written responses that provide evidence substantiating all of the following.

Willamina Development Code, Sections 2.208.03 and 3.106.01 (see 2.208.03). Zone District resources are referenced on Page 4.

Section 2.208.03:

A. Explain how the minimum parcel area conforms to the requirements of the zoning district in which the parcel is located.

Response: R-7 zone requires 5000^{sqft}, this requirement is met

B. Acknowledge that the depth of a parcel shall not be more than 2.5 times the width of the parcel (note: Section 2.208.03, B, includes exceptions for *attached* single family dwellings and parcels created for public uses).

Response: 2 new lots are outside of this, see attached major variance

C. In regards to access, explain how parcels provide a minimum frontage, on an existing or proposed public street, equal to the minimum parcel width required by the underlying zone (note: Section 2.208.03, C, includes exceptions for some situations).

Response: not met see major variance application

D. If "flag" parcels are proposed, explain how the flag parcel standards of Section 2.208.03, D, are met (Lot, Flag: A lot or parcel of land taking access by a relatively narrow strip of land between the major portion of the parcel and the point of public access to the parcel, all of which is under the same ownership or title.).

Response: NA

E. Explain how "through" parcels have been avoided except where essential to provide separation of residential development from major traffic arteries, adjacent non-residential activities, or to overcome specific disadvantages of topography and orientation (Lot, Through: An interior lot having frontage on two streets).

Response: NA

F. Explain how the side lines of parcels, as far as practicable, run at right angles to the right-of-way line of the street upon which the parcels face.

Response: they do not at right angles this requirement is met

G. Identify any utility easements provided on parcel areas, existing or proposed, necessary to accommodate public utilities and state how their minimum width complies with the widths specified in Subsection 2.205.02(I).

Response: no easements required

H. Explain how the length, width, and shape of blocks have been designed with regard to (1) providing adequate building sites for the use contemplated; (2) consideration of needs for convenient access, circulation, control, and safety of street traffic; and (3) recognition of limitations and opportunities of topography.

Response: the lots created by this partition easily accommodate
the existing house and the building of two more.
all with most conforming shapes that work with the existing property.

I. Explain how the requirements for public sewer facilities are met.

Response: public sewer is available immediately in front of the property on
the same side of the street

J. Explain how the requirements for public water facilities, including fire protection, are met.

Response: Public water is available in front of the property on the opposite
side of the street.
Fire Hydrant is in front of the property on the opposite side of the street.

K. Explain how the requirements for public storm drainage facilities are met.

Response: the storm water ditch and pipe are in front of the
property on the same side of the street. we will put the ditch in a
pipe and connect it to the existing pipe.
(part of the property was a ditch that then runs into a pipe or culvert)

L. Explain how the requirements for public street improvements are met, including gutters, curbs, sidewalks and any dedication of public rights-of-way.

Response: we politely request a non-remonstrable agreement for street,
gutters, curb and sidewalk. The rest we wish to defer until we start
construction.

If additional space is needed, please attach an additional page(s).

The property is zoned (check the appropriate box):

- Single-family Residential (R-1): Section 2.101.
- Two-family Residential (R-2): Section 2.102.
- Multiple-family Residential (R-3): Section 2.103.
- General Commercial (C-1): Section 2.104.
- Commercial Residential (C-2): Section 2.105.
- Industrial (M-1): Section 2.108.

Tentative Partition Plat for: Eric Wagner

Location: SE 1/4 Section 1, T. 6 S., R. 7 W., WM,
Lot 46 of HILLCREST ADDITION TO WILLAMINA
City of Willamina, Polk County, OR

Tax Lot: 6712AB-300
Date: 1 March 2024

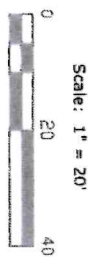
Legend

- | | | | |
|--|-----------------------|--|-----------------------|
| | = OVERHEAD POWER | | = MONUMENT FOUND |
| | = GAS LINE | | = WATER VALVE |
| | = EDGE OF ROCK | | = WATER METER |
| | = SANITARY SEWER LINE | | = POWER METER |
| | = WATER LINE | | = POWER POLE |
| | = CABLE LINE | | = GUY ANCHOR |
| | = EDGE OF PAVEMENT | | = SEPTIC CLEANOUT |
| | = EDGE OF CONCRETE | | = STORM DRAIN MANHOLE |
| | = TOP OF SLOPE | | = CULVERT |
| | = TOP OF BANK | | = CABLE RISER |
| | = FENCE | | = GAS RISER |
| | = ASPHALT | | = GAS METER |
| | = BUILDING | | = TREES |
| | = CONCRETE | | |
| | = GRAVEL | | |

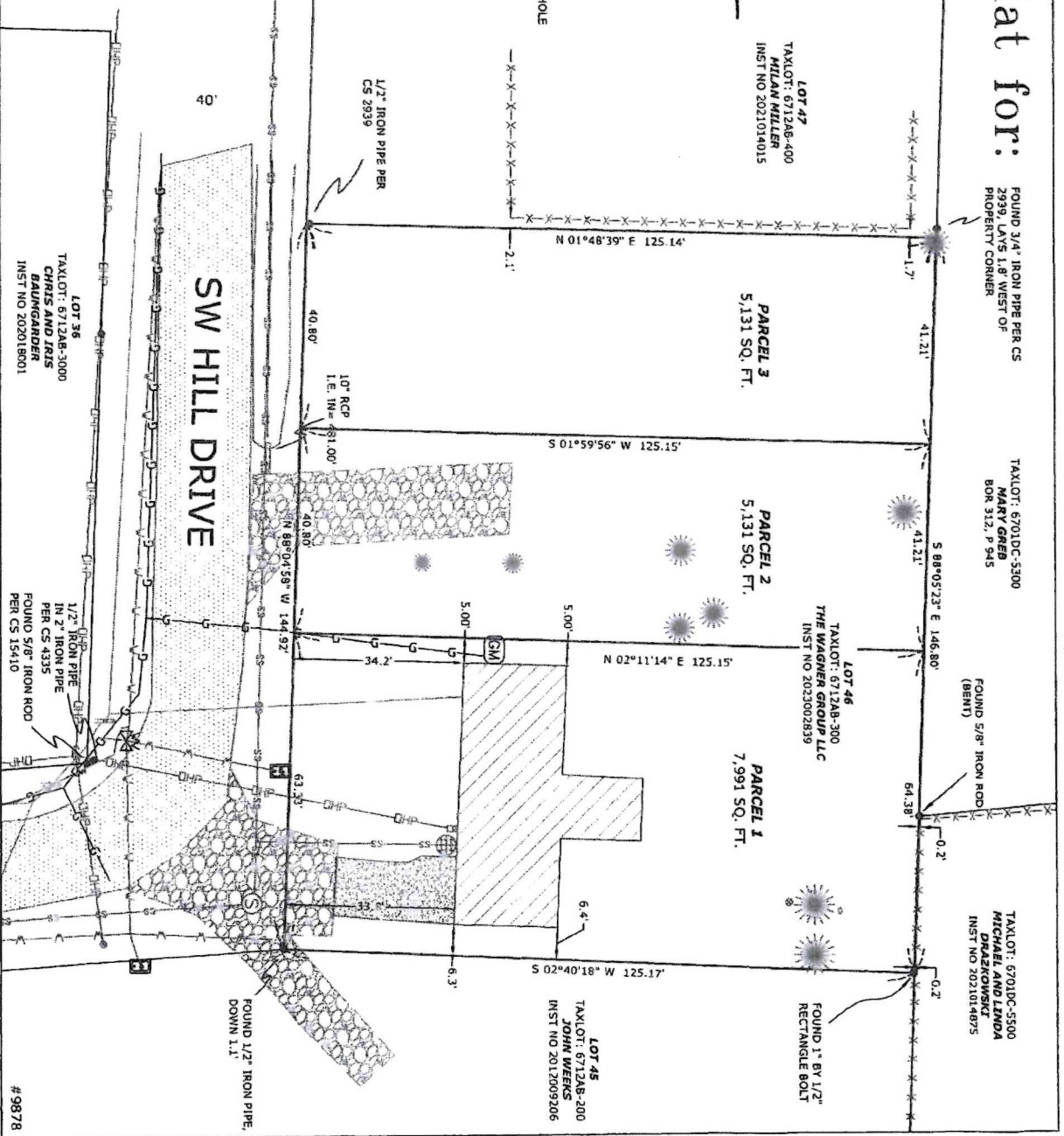
REGISTERED
PROFESSIONAL
LAND SURVEYOR

OREGON
January 15, 2002
LELAND A. MACDONALD
53226

Renews 31 December 2024



By: Leland Macdonald & Assoc., LLC
Formerly dba Matt Dunklel & Assoc.
3885 Riverside Drive
McMinnville, Oregon 97128
Phone: 503-472-7904
Fax: 503-472-0367
Email: lee@macdonaldsurveying.com



approximate

face

6.71DC

115.63

100.00

N00°39'00"

55.86

8

55.86

9

55.86

10

55.86

11

73.93

1

43.75

700

43.75

600

50.00

500

125.00

400

125.00

300

145.67

43.75

48

43.75

50.00

47

125.00

145.67

46

SW Hill Dr

SW Hill Dr

75.00

2700

87.50

2800

87.50

2900

146.00

3000

Major Variance Application Includes:

- Application cover page (submitted to City)
- Explanation of Type II Action (copy for applicant)
- Site plan or drawings, as applicable (submitted to City)
- Written explanation of major variance request:

The lots I am asking to create will be 4080 by 125 feet. This is a ratio of 3.06. The maximum lot ratio allowed in the R-2 zone is 2.5 without a variance.

These lots will still provide room for all setbacks and the minimum lot size and will allow for a very generous backyard all at an affordable price point and create more affordable housing which is a statewide goal.

- Written response to criteria (attached)
- Deposit Fee: \$600.00 (Resolution No.16-17-013, May 9, 2017)

Applicants are required to reimburse the City for any and all costs associated with their Land Use Applications. Deposit amounts are based on City Planner, City Engineer, City Attorney and other occurred costs or fees associated with land use applications, must be paid in full by the applicant prior to the City of Willamina signing off on any land use decision. In the event that costs do not exceed the initial application deposit, the City shall reimburse the unused portion of the applicant's deposit.

Please Note: A major variance is defined as a request to change a quantifiable standards by more than 10 percent.

Major Variance – Written Response to Criteria

Criteria the Planning Commission uses to make a decision.

The applicant is required to submit written responses that provide evidence that the following circumstances substantially exist.

Willamina Development Code, Section 3.104.04

- A. Exceptional or extraordinary circumstances apply to the property which do not apply generally to other properties in the same zone or vicinity, and result from lot size or shape, legally existing prior to the date of this ordinance, topography, or other circumstances over which the applicant has no control.

Response: I am working with the exist^{ing} lot and it's layout. I am asking to create 2 new buildable lots for single family homes at an affordable price point.

B. Such variance is necessary for the preservation and enjoyment of a substantial property right of the applicant possessed by the owners of other properties in the same vicinity or district.

Response: There are two lots nearby who also do not meet these standards.

C. The authorization of such variance will not be materially detrimental to the public health, safety or welfare or injurious to property in the vicinity or district in which property is located, or otherwise conflict with the objectives of any City plan or policy.

Response: this will not harm others in the neighborhood.

D. That the special conditions and circumstances on which the application is based do not result from the negligent or knowing violation of this Ordinance by the applicant.

Response: not caused by applicant

E. The variance requested is the minimum variance which would alleviate the hardship.

Response: Yes this is the minimum that will alleviate the situation.

If additional space is needed, please attach an additional page(s).

Major Variance Application Includes:

- Application cover page (submitted to City)
- Explanation of Type II Action (copy for applicant)
- Site plan or drawings, as applicable (submitted to City)
- Written explanation of major variance request:

Minimum lot width for R-2 is 50'. Proposed partition would create 2 lots of 40.80' width each. There is precedent for smaller lot widths on this street. Allowing this variance will help meet the statewide goals for more housing. The minimum lot size for this zone is met.

- Written response to criteria (attached)
- Deposit Fee: \$600.00 (Resolution No.16-17-013, May 9, 2017)

Applicants are required to reimburse the City for any and all costs associated with their Land Use Applications. Deposit amounts are based on City Planner, City Engineer, City Attorney and other occurred costs or fees associated with land use applications, must be paid in full by the applicant prior to the City of Willamina signing off on any land use decision. In the event that costs do not exceed the initial application deposit, the City shall reimburse the unused portion of the applicant's deposit.

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Major Variance – Written Response to Criteria

Criteria the Planning Commission uses to make a decision.

The applicant is required to submit written responses that provide evidence that the following circumstances substantially exist.

Willamina Development Code, Section 3.104.04

- A. Exceptional or extraordinary circumstances apply to the property which do not apply generally to other properties in the same zone or vicinity, and result from lot size or shape, legally existing prior to the date of this ordinance, topography, or other circumstances over which the applicant has no control.

Response: This situation is caused by the existing lot not being big enough to meet this requirement. The applicant is attempting to create 2 desirable single family home sites at an affordable price point.

B. Such variance is necessary for the preservation and enjoyment of a substantial property right of the applicant possessed by the owners of other properties in the same vicinity or district.

Response: There are two lots only 50' away that also do not meet the minimum requirement.

C. The authorization of such variance will not be materially detrimental to the public health, safety or welfare or injurious to property in the vicinity or district in which property is located, or otherwise conflict with the objectives of any City plan or policy.

Response: I do not see how this negatively affects others in this area, to the contrary it allows 2 more families to have their own affordable houses.

D. That the special conditions and circumstances on which the application is based do not result from the negligent or knowing violation of this Ordinance by the applicant.

Response: This situation is not caused by the applicant.

E. The variance requested is the minimum variance which would alleviate the hardship.

Response: this is the minimum that would cure the deficiency

If additional space is needed, please attach an additional page(s).

System information

There are 480 inactive customers that can be deleted: These final billed customers have no balance or deposit and meet any other criteria to be removed. Use Delete Inactive Customers on the Utility Management > Customers menu to remove the inactive customers.

There are 16,856 tracking records older than 04/15/2019: Account history is being kept for 60 periods. Use Delete Tracking Information on the System Management > System Tools menu to remove old tracking history.

Rates without a maximum usage level: The following rates have levels but do not have a level with the maximum quantity of 999999999. A customer could be billed for less than their entire usage.

Rate	Service
123	Water - Metered

Locations with multiple active customers

The following locations have more than one active customer. Billings will be duplicated for each active customer - contact customer support.

Service Address	Customer Number	Name
262 NE 1ST ST	6099.05	AARON PROPERTIES LLC
262 NE 1ST ST	6099.10	Zechariah Homer
880 SW BALES AVE	7013.10	ROBIN WARD
880 SW BALES AVE	7013.17	DAVID & MADISON ELWOOD

Locations without an account for the landlord

The following locations have a landlord but not a customer account designated for the landlord. Without a customer account for the landlord, no billings will occur between tenants - contact customer support.

Location Number	Service Address
1108	925 SW BALES AVE
1518	394 SW FIR ST
1692	248 SW HILL DR
1787	790 NE 5TH ST
1859	810 SW CONASTOGA
2792	412 SW FIR ST
3247	830 SW CONASTOGA
7110	1052 SW PIONEER DR

Locations with a landlord account but no landlord

The following locations have a customer account designated as a landlord but do not have a landlord. Without a landlord the location will have issues between tenants - contact customer support.

Customer Number	Name	Location Number	Service Address
1662.01	THOMAS & KATHLE BLAND	1662	780 SW HILL DR
2371.02	GREG KRUCHOK	2371	151 NE MAIN ST
2485.05	JANE AARON	2485	940 SW BARBER AVE
2764.03	KRUCHOK, GREG	2764	568 SW CEDAR LN
3100.02	KRUCHOK, GREGORY	3100	739 NE 4TH PL
3112.01	CHRISTOPHER MEEDS	3112	318 NE 4TH ST
3130.03	RICK WHITNEY	3130	865 SW CHERRY ST
3177.02	WHITNEY JR RVCBL LIVING TR - ETAL	3177	445 SW FIR ST
3227.02	SCHOLTEN, MARIA	3227	745 SW CONASTOGA
7031.04	BLAIR, BILL	7031	329 SW MAIN ST
7076.01	ZB PROPERTIES	7076	319 NW PACIFIC HILLS DR
7135.02	JARS OF CLAY MANAGEMENT	7135	332 NW HOPE COURT

Customer Number	Name	Location Number	Service Address
-----------------	------	-----------------	-----------------

Active customer landlord does not match the landlord at the location

The following locations have an active customer account with a missing or different landlord than the one assigned to the location. The location landlord or customer accounts should be updated - contact customer support

Location Number	Service Address	Customer Number	Name
1310	236 NE D ST	1310.03	BD BADLA LLC / WAREHOUSE
1859	810 SW CONASTOGA	1859.07	JESSICA BERG
2058	554 SW PIONEER DR	2058.03	CASA BELLA PROPERTY MANAGEMENT
2112	680 NW CHURCHMAN	2112.03	ROY JOHNSON
2370	182 NW 5TH ST	2370.03	HAROLD MILLER
2394	774 NE MAIN ST	2394.03	TRAVIS HUBBARD
6086	1045 SW PIONEER DR	6086.09	STEVEN CLYDE

Customers without a billing service for the meter

The following customers are missing a billing service for a meter. Usage cannot be billed without an active billing service – contact customer support.

Customer Number	Service Address	Meter ID
1442.01	285 SW MAIN ST	21174119
2234.00	A411 NE C ST	89850789
3237.04	511 NE 3RD ST	21173556
6094.00	0112 NW MAIN ST	73941492
7106.00	0322 NE MAIN ST	73941502

Final bill customers with a deposit balance

The following is a list of final billed customers that have a deposit balance.

Customer Number	Name	Service	Balance
1003.01	DAWSON, TINA	Water - Metered	.00
1004.01	WESTERN YAMHILL MEDICAL CENTER	Water - Metered	.00
1037.01	YOUNGER, LEWIS	Water - Metered	.00
1105.01	SLADE, VAL	Water - Metered	65.00
1191.01	DAVIS, KIM	Water - Metered	.00
1191.01	DAVIS, KIM	Sewer	.00
1228.01	SHELL, DENNIS	Water - Metered	65.00
1228.01	SHELL, DENNIS	Sewer	90.00
1232.01	HELMS, TOMMY	Water - Metered	.00
1232.01	HELMS, TOMMY	Water - Metered	.00
1236.01	WEAVER, RICHARD	Water - Metered	.00
1267.01	SMITH, RICHARD	Water - Metered	.00
1268.01	HIBDON, JR DANIEL E	Water - Metered	.00
1268.01	HIBDON, JR DANIEL E	Sewer	.00
1292.01	COYOTE JOE'S	Water - Metered	.00
1292.01	COYOTE JOE'S	Sewer	.00
1303.03	WEST VALLEY FIRE DEPT	Water - Metered	.00
1303.03	WEST VALLEY FIRE DEPT	Sewer	.00
1427.01	VINSON, KEVIN	Water - Metered	.00
1429.02	FOSTER, LOLA M	Water - Metered	65.00
1441.03	ANDERSON, ROBERT	Water - Metered	.00
1441.03	ANDERSON, ROBERT	Sewer	.00
1449.01	HARPER, SUE	Water - Metered	.00
1471.01	MATTSON, JON	Water - Metered	65.00
1471.01	MATTSON, JON	Sewer	90.00

Customer Number	Name	Service	Balance
1558.01	WILSON, ANDY	Water - Metered	.00
1577.01	COOKE, JANICE	Water - Metered	.00
1628.01	VALENTINE, JEFFERY	Water - Metered	.00
1720.01	HAMILTON, LOYAL	Water - Metered	.00
1793.01	CAVAN, TRACY & JEANNETTE	Water - Metered	65.00
1793.01	CAVAN, TRACY & JEANNETTE	Sewer	90.00
2072.01	BROOKS, PATTY	Water - Metered	310.00
2347.05	JANES, SHERON C/O TAMMY SCHUMAN	Water - Metered	65.00
2609.01	NAGEL, ROBERT	Water - Metered	65.00
2609.01	NAGEL, ROBERT	Sewer	90.00
2643.01	WEISS, AL	Water - Metered	65.00
2643.01	WEISS, AL	Sewer	90.00
2694.01	CARMEN PARREN	Water - Metered	150.00

Total A/R balance is \$217,806.96

REC'D FEB 22 2024



City of Willamina Application for City Office

See back for position criteria and requirements

Applicant's Full Name Jace Kayden Maroney

Physical Address 312 NW Hope Court, Willamina OR 97396

Mailing Address 312 NW Hope Court, Willamina OR 97396

Home Phone Number (406) 533-8784

Cell Phone Number (406) 533-8784

Email jacemaroney@icloud.com

Occupation Protection Specialist

Years of Residency 6 Months

Registered Voter Yes No

Position(s) <small>Select all you wish to apply for</small>	Budget Committee <input type="checkbox"/>	Library Board <input type="checkbox"/>	Planning Commission <input checked="" type="checkbox"/>	City Council <input type="checkbox"/>
--	--	---	--	--

(Attach additional sheets, if desired, when answering the questions below)

Why are you interested in serving the City of Willamina in one or more of the capacities chosen?
See attached document on page two subsection one.

Please share any governmental or volunteer experience you have had
Please see attached document on page two subsection two

What do you think makes you the best candidate for this position?
Please see attached document on page two subsection three.

Signature  Date 02/18/2024

Question 1.)

The field of city planning has always fascinated me, and I am passionate about contributing to the development and improvement of our city.

City planning plays a crucial role in shaping the physical, social, and economic aspects of our community. I believe that thoughtful and strategic planning is essential for creating sustainable, livable, and inclusive cities for all residents. By serving on the City Planning Commission, I hope to actively participate in the decision-making process and help shape the future of our city in a positive way.

Question 2.)

I would bring a unique skillset as a former Law Enforcement Officer and a sense of community with my prior volunteer work in Silver Bow County 4H and Montana Special Olympics Torch Run. This has inspired me to continue my journey in public service and volunteerism for my new community, and I am eager to explore new opportunities to further contribute to the betterment of society.

Question 3.)

I bring a unique perspective, a strong work ethic, and a dedication to community service to the table. I am dedicated to listening to the concerns and ideas of fellow residents, collaborating with stakeholders, and making informed decisions that will benefit our city for generations to come. I am excited about the possible opportunity to collaborate with fellow commissioners, engage with community members, and contribute to the planning initiatives that will benefit our city for years to come.



City of Willamina

Application for City Office

See back for position criteria and requirements

Applicant's Full Name Gordana Nichols

Physical Address 785 SW Hill Dr, Willamina, OR 97396

Mailing Address 785 SW Hill Dr, Willamina, OR 97396

Home Phone Number _____

Cell Phone Number 303 621-5731

Email nicholsg@comcast.net

Occupation Systems Architect

Years of Residency 6

Registered Voter Yes No

Position(s)
Select all you wish to apply for

Budget Committee

Library Board

Planning Commission

City Council

(Attach additional sheets, if desired, when answering the questions below)

Why are you interested in serving the City of Willamina in one or more of the capacities chosen?

I deeply care about our little town and our community. I believe Willamina has potential to be a great place to live and I would like to help.

Please share any governmental or volunteer experience you have had

Willamina Planning Committee

HOA Architectural Committee Westminster CO

Hurricane Katrina food/clothing drive, New Orleans

What do you think makes you the best candidate for this position?

I was a member of Willamina Planning Committee during the work on Willamina Development Code.

I enjoyed the work, I am familiar with the planning committee procedures, as well as specific circumstances our city can encounter.

Signature _____

Date _____

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Budget Committee

The Budget Committee is appointed annually by the Mayor of the City of Willamina. The role of this committee is to meet annually to approve the City's budget for the following fiscal year. Applicants for this position must be available to attend one (1) or more meetings during the months of April, May and/or June. There is no residency or length of residence requirements for this position.

Library Board

The Library Board is appointed by the Mayor of the City of Willamina to four year terms but may not hold office for more than two consecutive terms. If the vacancy is caused by anything but expiration of term, the appointee shall serve for the remainder of the unexpired term. The role of this board is to establish and alter rules, regulations and procedure of the Library to be submitted for City Council approval. Applicants for this position must be available to attend one (1) regular morning meeting each month scheduled on the third Tuesday along with various other meetings and work sessions. There is no residency or length of residence requirements for this position.

Planning Commission

The Planning Commission is appointed by the Mayor of the City of Willamina to four year terms. If the vacancy is caused by anything but expiration of term, the appointee shall serve for the remainder of the unexpired term. The role of the Planning Commission is to administer the subdivision and zoning ordinances and make recommendations to the City Council concerning land use issues. Applicants for this position must be available to attend one (1) regular meeting scheduled for the first Tuesday of each month along with various other meetings and work sessions. At the discretion of City Council, appointees to the Commission may reside outside the City Limits, but must own a business or property within the City Limits, or have demonstrated through other means, such as civic or volunteer activity, that they have a sincere interest in the future of the City. At no time shall a quorum of the Commission reside outside the City Limits. Other restrictions apply based upon occupation and family relationships.

City Council

The term for the City Council seat vacancy is from the date of appointment through the end of the term of the vacant position. A qualified applicant must reside within the City limits and have been residing within those limits during the twelve (12) months immediately preceding this application. Applicants will be available to attend two (2) evening meetings per month scheduled for the second and last Thursday and various other meetings, work sessions, and training sessions as scheduled. The appointment to this seat will also be appointed to serve on one of the two standing committees. The Willamina City Council is the final judge of the qualifications and appointment of its own members.

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