



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

Tuesday January 7, 2025, 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. REGULAR AGENDA**
 - a. Appointment of Planning Commissioner Jace Maroney
 - b. Appointment of Planning Commissioner Eric Wagner
 - c. Appointment of Planning Commissioner Susan Richman
 - d. Appointment of Planning Commissioner Shana Reid
 - e. Appointment of Planning Commissioner Geneve Wymore
 - f. Planning Commission Applicants
 - g. Ratification of 2024 Decisions

VI. CONSENT AGENDA

Minutes from the December 3, 2024, Planning Commission Meeting and Public Hearing.

VII. PUBLIC INPUT – BUSINESS FOR THE AUDIENCE

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.

VIII. PUBLIC HEARING

- a. Subdivision #SUB 24-01 "Psalms Subdivision" & Variance #VAR 24-03. Applicants request Planning Commission approval to subdivide a 6.81-acre parcel into 26 lots intended for single-family residential development. A variance application is submitted concurrently to reduce the minimum density of the subdivision from minimum 28 lots to the proposed 26 lots total, in consideration of the steep slopes and drainage along the east side of the proposed development. The proposed subdivision provides vehicle street connection to F Street, and pedestrian path connection to Hobbs Park and NE Oaken Hills Drive. Address not yet assigned. Tax lot R6701 00103. The subject property is located at the northern terminus of 'F' Street near NE 5th Street.

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 The Webinar:

<https://us02web.zoom.us/j/86560249869>

Webinar ID: 865 6024 9869

Next Planning Commission Meeting January 28, 2025

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. Contact Deputy City Recorder Krystal Stevens at stevensk@ci.willamina.or.us or call 503-876-2242.

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**City of Willamina
Planning Commission
Meeting Minutes
Tuesday December 3, 2024, 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:

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

Absent from Meeting:

Commissioner Jace Maroney excused absence

Guests Not Limited to:

Marcus Moraga
Sue & Mike Bishop

Commission Chair Susan Richman called the meeting of the Willamina Planning Commission to order at 6:01 p.m.

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

Flag Salute

AGENDA ADDITIONS, DELETIONS, AND CORRECTIONS – None

CONSENT AGENDA

Commission Chair Richman called for a motion to approve the Meeting Minutes from the May 28, 2024, Planning Commission Meeting and Public Hearing.

MOTION: Commissioner Eckels motioned to approve the Meeting Minutes from the May 28,

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2024 Planning Commission Meeting and Public Hearing. Commissioner Wagner seconded the motion.

Commission votes: Shunter aye, Wagner aye, Wymore aye, Reid aye, Richman aye, Eckels aye.

Motion carried.

Commission Chair closed the regular meeting at 6:03 p.m.

PUBLIC HEARING

Commission Chair Richman opened the Public Hearing at 6:05 p.m.

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

No commissioners reported ex-parte contacts or conflicts of interest.

There were no objections from the audience, or public comment received at city hall regarding the public notice that was published.

City Planner Byram explained the staff report-

It is an annexation file; it is unusual because it is so small, and it is in city right-of-way. Annexation file 24-01 a section of SW Bales Ave that intersects with SW Hill Drive. The size of the lot is 50ft wide by 165 ft long totaling 8,250 square feet or 0.19 acres. This section of right of way is unimproved, containing no street or sidewalk. There are existing water utilities in the ground. There is no proposal for development with this application. It is bringing this section of right-of-way into the city jurisdiction. It is an island of un-incorporated land surrounded by private properties that are incorporated in city limits. In 2017 Polk County staff advised the city that they needed to annex it. The city went through staff turnover and it's not clear why it did not get completed.

The proposal is to annex this section of right of way into city jurisdiction so that the city can maintain the utilities that are already present.

The vicinity map was referred to on page two of the staff report. The property is located in the southwest corner of the city in the Polk County section. The area is predominantly single-family homes and the property directly to the southwest of it is undeveloped. Also included on the page is a map from the City's Transportation System Plan (TSP) which was recently updated. It shows SW Bales connecting with SW Hill Drive. The topography change at the site makes it unlikely to be developed as a vehicular road but there is potential to develop for pedestrian traffic. Pedestrian connectivity via walking routes through town was a desire that the city heard during the development of the TSP. In addition, the city needs to be able to maintain the utilities on that site.

The following were all methods used by the city to notify the community of the intent to annex this property. The City Council passed a motion to initiate annexation proceedings in October, written notices were mailed to neighbors within 500 feet of the location, notified the Oregon Department of Land Conservation and Development (DLCD), and posted notices in the regional newspaper which is the News Register.

Criteria that applies to annexations usually includes right of way. The decision criteria that the Planning Commission needs to consider are included in the Willamina Development Code, the Willamina Comprehensive Plan, and the Oregon Statewide Planning Goals. Typically when a Comprehensive Plan is acknowledged by the DLCD it's determined to be generally consistent with the Statewide Planning Goals. The list of criteria included on page four of the staff report are included in the Willamina Development Code, the Willamina Comprehensive Plan, and the Oregon Statewide Planning Goals.

These criteria include, air resources, timely transition of rural to urban, natural hazards, fish and wildlife, energy resources, open space and scenic views, transportation needs, public services, recreation needs, historic sites, the economy of the city, and the housing supply of the city. There is not considered to be a significant impact of these items with this annexation.

This property was intended to transfer into city ownership, it was deeded to the city. The county was clear with the city that it needed to be annexed into the city jurisdiction. There are no immediate plans for the development of this right of way from the city's perspective.

Statewide Transportation Goal 12 is the most important transportation goal. Having this right-of-way contributes to an interconnected local transportation system. This would be for pedestrian and bicycle.

The recommended motion is for the Planning Commission to recommend the City Council to approve Annexation #24-01 regarding a 50-foot by 165-foot section of SW Bales right-of-way, adopt findings contained in the staff report, and direct staff to prepare an enacting ordinance.

Additional item to enter into the record- Polk County Assessor map. Section 12, township 6 south, range 7 West. Shows unincorporated island of land labeled 44-8 legal authority.

Discussion of color coding on TSP map- color codings refer to different street classifications. This map is to show the intent that at some point Hill Drive was intended to be joined with Hill Drive.

Discussion that there is no intent to develop this property or build a street to connect. There are water lines in the ground. There have been two pre-application meetings regarding the abutting property being developed. It was during the background research for these meetings that it was discovered that Polk County had instructed the city to annex this piece and that the city had not yet done that. This directive came from Polk County in 2017-2018, but it was a loose end that was discovered in recent years.

Discussion of how this happened- the large property to the SW corner was annexed in 2017 by the City of Willamina and when the legal description came in, it excluded this piece of right-of-way. There is no information on why that was excluded from the legal description, but it was not annexed into the city.

PUBLIC TESTIMONY-

Marcus Moraga – Address on file with the city- Joining these two streets would only cause more problems, Hill Drive is too narrow already. The only thing it may benefit is parcel delivery and school buses. The additional traffic would add to the wear and tear of the street that is already deteriorated. The wintertime is very dangerous road conditions going up and down Hill Drive.

Sue & Mike Bishop – Address on file with the city- Inquired if the survey people they saw were there for surveying this parcel. The survey for this parcel was done in 2017. This annexation is only a formality to bring this piece of property into the city limits.

Discussion that years ago development at the end of Hill Drive was turned down because the narrow street wouldn't allow for heavy equipment to move up and down it. Discussion of not wanting the trees and forest to disappear if this new access allowed for equipment to travel into the abutting property. Discussion that any development after this would still need to go through Planning Commission and the public would have time to comment on any further development. This annexation is to allow the city to maintain the public utilities already located on this property.

Commission Chair Richman closed the Public Hearing at 6:30 p.m.

Commission Chair Richman opened the Regular Meeting at 6:30 p.m.

No further Commission discussion.

MOTION: Commissioner Wagner motioned to recommend the City Council approve Annexation #24-01 regarding a 50-foot by 165-foot section of SW Bales Avenue right-of-way, adopt the findings contained in a staff report, and direct staff to prepare an enacting ordinance. Commissioner Schunter seconded the motion.

Commission votes: Schunter aye, Wagner aye, Wymore aye, Reid aye, Richman aye, Eckels aye.

Motion carried.

City Manager Meneley iterated that the Annexation would be brought to City Council the following week on Tuesday December 10, 2024 at 6:00 p.m. and public input would be welcome at that public hearing as well.

REGULAR AGENDA

a. Planning Commissioner Jennifer Eckels resignation.

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City Manager Meneley amended Commissioner Eckel's resignation from December 3, 2024 to January 8, 2025. This was agreed upon with Commissioner Eckels prior to the meeting.

MOTION: Commissioner Wagner motioned to accept Jennifer Eckel's resignation as of January 8, 2025. Commissioner Wymore seconded the motion.

Commission votes: Schunter aye, Wagner aye, Wymore aye, Reid aye, Richman aye. Commissioner Eckels was recused from the vote.
Motion carried.

b. Declaration of Planning Commission vacancies

It was discussed that there will be vacancies coming as of December 31, 2025.

c. Approval of renewal applicants

- i. Discussion regarding how many commissioners can reside outside of city limits. City Manager Meneley explained that during an audit of Planning Commission terms, it was discovered that several planning commissioners needed to reapply for terms.

- 1. Three committed commissioners were serving terms but didn't obtain an application due to their terms ending. The three that needed to apply for this in order to fulfill their terms are Commissioner Shana Reid, Commissioner Geneva Wymore, and Commission Chair Susan Richman. After approved, these commissioners will be serving terms from January 1, 2024 until December 31, 2026. Two of them plan to resign when there are applicants to replace them.

Note for the record that all decisions made during 2024 were legally binding and make a recommendation to the Council to accept the applications.

MOTION: Commissioner Reid motioned to renew Susan Richman for another term on Planning Commission. Commissioner Wagner seconded the motion.

Commission votes: Schunter aye, Wagner aye, Wymore aye, Reid aye, Eckels aye. Commissioner Richman was recused from the vote.
Motion carried.

MOTION: Commissioner Eckels motioned to renew Geneva Wymore for another term on Planning Commission. Commissioner Reid seconded the motion.

Commission votes: Schunter aye, Wymore aye, Reid aye, Richman aye, Eckels aye. Commissioner Wymore was recused from the vote.
Motion carried.

MOTION: Commissioner Eckels motioned to renew Shana Reid for another term on Planning Commission. Commissioner Wagner seconded the motion.

Commission votes: Schunter aye, Wagner aye, Wymore aye, Richman aye, Eckels aye. Commissioner Reid was recused from the vote.
Motion carried.

2. Commissioner Eric Wagner and Commissioner Jace Maroney both have terms that expire December 31, 2024. They have both submitted applications for term renewals.

MOTION: Commissioner Eckels motioned to renew Eric Wagner for another term on Planning Commission. Commissioner Reid seconded the motion.

Commission votes: Schunter aye, Reid aye, Wymore aye, Richman aye, Eckels aye. Commissioner Wagner was recused from the vote.
Motion carried.

MOTION: Commissioner Eckels motioned to renew Jace Maroney for another term on Planning Commission. Commissioner Wagner seconded the motion.

Commission votes: Schunter aye, Reid aye, Wymore aye, Richman aye, Eckels aye, Wagner aye.
Motion carried.

3. Discussion regarding the number of commissioners allowed on the Planning Commission based on the words in Ordinance 643 31.20 which states "*At the discretion of the City Council, appointees to the Commission may reside outside of the City*"

Limits. Appointees residing outside the City Limits 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 of Willamina. At no time shall a quorum of the Commission live outside of the City Limits.”

Based on this ordinance, it would be interpreted that the limit on number of commissioners residing outside of city limits would be 3.

It was explained that the printed Municipal Code that the city staff operate from was printed in 2008 and has not been updated with any ordinances or amendments after that date. Ordinance 643 was passed in 2012 and replaced the previous information included in the Municipal Code. The city is continuing to look for updated documents in their physical storage and will be working to get the Municipal Code up to date.

- d. Discussion regarding questions brought to the city’s attention about needing checklists for accomplishing the land use application process. City Manager Meneley showed the Commission the processes that the planning department has been working on. Multiple checklists have been formed and are still being improved upon by city staff. General land use, fences, construction approval, sign permits, building compliance processes and variance processes.

There was discussion about finding out more information regarding the grant money that was supposed to be available for businesses to get new signs. City staff will gather more information about that.

Discussion regarding the of the public view that the elected officials are not their allies. Clear communication between the city and applicants is important moving forward. A lot of staff time, public time, and money is spent on processes that are not clear. It was recommended to have practice runs with the new processes to test if they are streamlined.

Appreciation was expressed to City Manager Meneley for the work she’s doing with the city. City Manager Meneley said she cannot do the work she is doing without the support of the city staff, the community, and the city’s contracted planning and engineering teams.

- e. Discussion regarding rescheduling the December 24, 2024 Planning Commission meeting to January 7, 2025. At this meeting there will be a subdivision app ready for review.

MOTION: Commissioner Wagner motioned to move the December 24, 2024 Planning Commission meeting to January 7, 2025. Commissioner Reid seconded the motion.

Commission votes: Schunter aye, Reid aye, Wymore aye, Richman aye, Eckels aye, Wagner aye.
Motion carried.

The Wastewater Master Plan is adopted as an addendum to the Comprehensive Plan which requires a public hearing by the Planning Commission and subsequently the City Council. The date for this is not yet clear, the city engineers are not sure if their review will be ready for the scheduled date of January 28, 2025.

PUBLIC INPUT – BUSINESS FOR THE AUDIENCE - None

ADJOURN

MOTION: Commissioner Eckels motioned to adjourn the meeting at 8:12 p.m. Commissioner Wagner seconded the motion.

Commission votes: Schunter aye, Reid aye, Wymore aye, Richman aye, Eckels aye, Wagner aye.
Motion carried.

Commission Chair Susan Richman adjourned the meeting at 8:12 p.m.

Time and Date of Next Planning Commission Meeting:

January 7, 2025 6:00 p.m.
West Valley Fire Station
825 NE Main Street
Willamina, OR 97396

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.



City of Willamina Application for City Office



See back for position criteria and requirements

Applicant's Full Name Steven Scott Strombom

Physical Address [REDACTED]

Mailing Address (same)

Home Phone Number [REDACTED]

Cell Phone Number [REDACTED]

Email [REDACTED]

Occupation Pastor

Years of Residency 3 Registered Voter Yes No

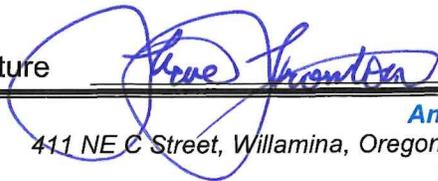
Position(s) Budget Committee Library Board Planning Commission City Council
Select all you wish to apply for

(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?
 Planning makes a difference toward how all of us will enjoy and experience our community in the future, as well as safety issues, and the costs of either maintaining all this, or having to make emergency repairs & changes. And it's a chance for me to be involved and give something back which does not demand more than I can give. :)

Please share any governmental or volunteer experience you have had
 As a certifier for therapeutic foster homes [5 years], I had much experience dealing with govt code compliance. In Enumclaw, WA, I initiated the Winter Shelter program for the homeless and co-directed it during the first years of its existence. Other volunteer experience: plenty of manual labor.

What do you think makes you the best candidate for this position?
 I don't know that I am, but I do know that I can do an excellent job. I'm known for my analytic as well as creative thinking, for my capacity to get along with people and move things toward agreement when possible, and I have plenty of practical experience with projects and their difficulties.

Signature  Date 12/19/24

**City of Willamina, Oregon
Resolution No. 24-25-006**

A RESOLUTION APPOINTING INDIVIDUALS TO PLANNING COMMISSION POSITIONS

WHEREAS, the City of Willamina has a 7-member Planning Commission and originally those Planning Commission members served four-year terms under Willamina Municipal Code Section 31.16; and

WHEREAS, the City changed those terms from four years to three years through Ordinance 643 in April 2012; and

WHEREAS, staff used the old four year terms when considering the three positions that termed December 31, 2023 and those three positions were not reappointed on or before January 2024; and

WHEREAS, to rectify this situation, the Council desires to appoint the following positions: position one filled by Shana Reid, position two filled by Susan Richman, and position three filled by Geneva Wymore, to another three year term beginning retroactively on January 1, 2024 and terming on December 31, 2026.

NOW THEREFORE, THE CITY OF WILLAMINA RESOLVES AS FOLLOWS:

SECTION 1: The City Council, on behalf the City of Willamina appoints the following individuals to serve the following positions with a three-year term beginning retroactively on January 1, 2024 and terming December 31, 2026:

- Position 1 – Shana Reid
- Position 2 – Susan Richman
- Position 3 – Geneva Wymore

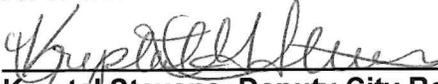
SECTION 2: This resolution will be effective immediately upon adoption by the City Council.

THIS RESOLUTION IS ADOPTED BY THE WILLAMINA CITY COUNCIL THIS 10 DAY OF DECEMBER, 2024.





Vicki Hernandez, Interim Mayor

ATTEST:


Krystal Stevens, Deputy City Recorder

**City of Willamina
Staff Report
FOR THE PLANNING COMMISSION MEETING OF JANUARY 7, 2025**

TO: PLANNING COMMISSION

**FROM: KRYSTAL STEVENS, DEPUTY CITY RECORDER
BRIDGET MENELEY, CITY MANAGER**

**SUBJECT: RATIFICATION OF ALL ACTS OF THE PLANNING COMMISSION FROM
JANUARY 1, 2024 THROUGH DECEMBER 10, 2024.**

ISSUE

Shall the Planning Commission ratify all acts of the Planning Commission during the time frame of January 1, 2024 through December 10, 2024 when City Council passed Resolution 24-25-006.

SUMMARY AND BACKGROUND

1. On December 10, 2024 City Council passed Resolution 24-25-006 which accepted the recommendation of legal counsel to retroactively appoint three planning commissioners.
2. Shana Reid, Susan Richman, and Geneva Wymore, were appointed to these positions for another three-year term beginning retroactively on January 1, 2024 and terming on December 31, 2026.
3. Upon adoption of Resolution 24-25-006 legal counsel recommended that the Planning Commission make a motion to ratify all acts of the Planning Commission made during 2024.

Proposed Motion: *I move to ratify all acts of the Planning Commission taken from January 1, 2024 through December 10, 2024.*

Bridget Meneley
Bridget Meneley, City Manager

EXHIBIT A – ORDINANCE NO. 643

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31.10 Re-establishment

There is hereby established a city Planning Commission (hereafter called “Commission”) which is an advisory committee to the City Council.

31.20 Membership

- (1) The Commission shall consist of seven (7) members who are not elected officials, members of the City Budget Committee, or employees of the City. At the discretion of the City Council, appointees to the Commission may reside outside the City Limits. Appointees residing outside the City Limits 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 of Willamina. At no time shall a quorum of the Commission reside outside the City Limits. The City Manager, or his/her designee, or if no City Manager exists, the City Recorder and other City staff members designated by him/her, including but not limited to the City Planner, Planning Secretary, City Engineer and City Attorney, shall be entitled to sit with the Commission and take part in its discussions, but shall not have the right to vote. Commission members who serve on the Budget Committee at the time of adoption of this amendment to the Municipal Code will be permitted to retain their membership until their term expires.
- 2) No more than two (2) voting members of the Commission may engage principally in buying, selling or developing of real estate for profit as individuals, or be members of any partnership, or officers or employees of any corporation that engages principally in the buying, selling or developing of real estate for profit. No more than two (2) members shall be engaged in the same kind of occupation, business, trade or profession.
- (3) No voting member shall be related to another voting member of the Commission nor to a member of the City Council closer than the third degree of either blood relationship or through affinity.

EXHIBIT A – ORDINANCE NO. 643

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- (4) Members serve at the will of Council. Members may also be removed by the City Council, after hearing, for misconduct or nonperformance of duty. A member who is absent from three (3) consecutive meetings without an excuse approved by the Commission is presumed to be in nonperformance of duty and the City Council shall declare the position vacant unless finding otherwise following the hearing. Upon failure of a member to attend three (3) meetings in a 12-month period, the Commission may recommend termination of that appointment to the City Council and the Council may remove the incumbent from the Commission and declare the position vacant to be filled in the manner of a regular appointment.
- (5) In the event that any member of the Commission changes residence after appointment so that s/he no longer resides within the City, his/her membership on the Commission shall be reviewed by the City Council as to whether termination of their appointment is necessary.

31.30 Term of Office

Commission members shall be appointed by the City Council for terms of up to three (3) years, said terms to end on December 31 of the year of expiration. Terms of Planning Commissioners shall be staggered in order to establish an approximately equal number of expiring terms each year. Commissioners may be considered for reappointment at the discretion of City Council. Appointees to fill a vacancy on the Commission shall serve for the remainder of the unexpired term.

31.40 Method to Fill Vacancies

The City Council shall determine the method to be used for recruiting and filling vacancies on the Commission.

31.50 Presiding Members

The Commission shall elect its own Chairperson and Vice-Chairperson from its members at its first meeting in January of each year. In the event of vacancy or removal in the Chairperson or Vice-Chairperson's position, the Commission shall fill the same by election at its next regular meeting.

31.60 **Duties and Powers of Presiding Members**

(1) Chairperson:

- a. Preside at all meetings of the Commission.
- b. Sign all documents of the Commission.
- c. Review Planning Commission agendas with staff.
- d. Encourage active discussion of all items brought before the Commission.
- e. In conjunction with staff, orient new members to the Planning Commission.
- f. Report to the Council on the activities of the Planning Commission at least once a year.
- g. See that all actions of the Commission are properly taken.

(2) Vice-Chairperson:

During the absence, disability, or disqualification of the Chairperson, the Vice-Chairperson shall exercise or perform all the duties and be subject to all the responsibilities of the Chairperson.

31.70 **Meetings**

- (1) One regular monthly meeting will be held on the first Tuesday of each month at 7:00 PM in the Council Chambers at City Hall. If no agenda items are scheduled before the Commission, the regularly scheduled meeting will be cancelled. If the first Tuesday is a legal holiday, the meeting will be held on the 1st Wednesday at the same time and place. The date and time of the regularly scheduled monthly meeting may be changed upon request of the Chairperson or by a majority of the voting members of the Commission. Meetings of the Commission shall be open to the public and are subject to the requirements of Oregon's Public Meeting Laws. Commission meetings are only allowed to be held in Executive Session pursuant to Oregon Public Meetings Law.

EXHIBIT A – ORDINANCE NO. 643

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- (2) Four (4) voting members of the Commission shall constitute a quorum for the transaction of business. The Chairperson has full voting rights as a member of the Commission. A lesser number may adjourn the meeting to a later date.
- (3) Robert's Rules of Order are hereby adopted for the government of the Commission in all cases not otherwise provided for in these rules or the Land Use and Development Code.
- (4) Deadline for filing for placement on the agenda for applications shall be in accordance with the requirements of the Land Use and Development Code and other City Ordinances. Every effort shall be made to have written agendas available seven (7) calendar days prior to the meeting.
- (5) When dealing with legislative matters, at its discretion Commission may review and reconsider any issue at any time that material facts surface that were not previously made available.
- (6) Each member of the Commission who has knowledge of the fact that he or she will not be able to attend a scheduled meeting of the Commission shall notify the Planning Secretary at the earliest possible opportunity and, in any event, prior to 4:00 PM on the date of the meeting. The Planning Secretary shall notify the Chairperson of the Commission in the event that the projected absences will produce a lack of a quorum.
- (7) In the event that the Commission does not contain enough members to constitute a quorum, any agenda action item may be referred to the City Council for action, including final disposition as the Council deems appropriate, at the first Council meeting after notice and time requirements have been met. The Commission may also reschedule the action item for a future date and time certain provided that the timeline for a decision on a land use action can still be met. The City Planner will determine whether the timeline can be met in this latter case.

31.80 **Compensation**

Members of the Commission shall receive no compensation other than reimbursement of expenses authorized by the City Council.

31.90 **Expenditures**

The Commission shall have no authority to make expenditures on behalf of the City or to obligate the City for payment of any sums of money except as specifically provided by prior written authorization by the Council authorizing such expenditures by appropriate resolution, which resolution shall provide the administrative method by which such funds shall be drawn and expended. If the Commission requests staff or City Planner assistance for a project, such as a grant application or special study, the City Recorder will determine if the request must be approved by the City Council.

31.100 **Staff Services**

The Planning Secretary, or his/her designee, shall keep a record of Commission proceedings, prepare and disseminate agendas, and post meeting notifications.

31.200 **Training**

To the extent that City funds permit, or that land use or other specialists may be willing to provide without charge, training for the Commission or individual members thereof may be made available at the discretion of the City Council.

EXHIBIT A – ORDINANCE NO. 643

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31.300 Ethics

Commission members shall abide by all applicable ethical standards and practices, including but not limited to, those required by Oregon Revised Statutes Chapter 244 (Government Ethics).

31.400 Conflict of Interest

A member of the Commission shall not participate in any Commission proceeding or action in which any of the following has a direct or substantial financial interest: The member or his spouse, brother, sister, child, parent, father-in-law, mother-in-law, any business in which he is then serving or has served within the previous two (2) years, or any business with which he is negotiating for or has an arrangement or understanding concerning prospective partnership or employment. Any actual or potential interest shall be disclosed at the meeting of the Commission where the action is being taken.

31.500 Powers and Duties of the Commission

The Commission has the power and authority to make recommendations and suggestions to the Council and other public officials and individuals concerning, but not necessarily limited to, the following, as well as to make certain other decisions as outlined in the Development Code. Such recommendations and suggestions shall be in writing.

- (1) Laying out, widening, extending and locating of public thoroughfares, parking of vehicles, relief of traffic congestion;
- (2) Betterment of housing and sanitation conditions;
- (3) Establishment of districts for limiting the use, height, area, bulk and other characteristics of buildings and structures related to land development;

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- (4) Review of the Comprehensive Plan as directed by City Council, or at the time of Periodic Review as scheduled by the state, and recommend amendments to the Plan to the City Council;
- (5) Determine appeals of Type I development permits and land use actions and accept and determine Type II land use actions pursuant to the Land Use and Development Code;
- (6) Upon holding a public hearing, make a recommendation to the City Council regarding Type III and IV land use actions, including amendments to the Comprehensive Plan, Development Code, and zone changes;
- (7) Review public programs that are referred to it for recommendation, such as property acquisition or disposition, public building or other public facility proposals and transportation or right-of-way plans. Report as to the program's conformity with the Comprehensive Plan and Land Use and Development Code;
- (8) Prepare and periodically review land development regulations at the request of City Council, including but not limited to zoning, subdivision, and land partitioning and make recommendations to the City Council; and
- (9) Formulate and recommend various programs, policies, and ordinances intended to implement the Comprehensive Plan at the request of the City Council;
- (10) Perform other duties related to some aspect of community planning and development at the request of the City Council

ORDINANCE NO. 643

AN ORDINANCE AMENDING SECTION 31 OF THE WILLAMINA MUNICIPAL CODE

WHEREAS, the City of Willamina has adopted Code of Ordinances (hereinafter called "Code"); and

WHEREAS, the City Council wishes to amend Title III, Section 31 of said Code as set forth in the attached Exhibit A;

NOW THEREFORE THE CITY OF WILLAMINA ORDAINS AS FOLLOWS:

Section 1. Section 31.15 through 31.22 of the Code is hereby replaced in its entirety by the attached Exhibit A Sections 31.10 through 31.500.

First Reading: 03/08/12

Second Reading: 04/12/12

PASSED AND ADOPTED ON SECOND READING BY THE CITY COUNCIL OF THE CITY OF WILLAMINA this 12th day of April, 2012, by the following vote and effective on the 30th day following adoption.

YEAS	<u>ADAMS, BALLER, BRAMALL, LONG, SKYBERG, TONEY</u>
NAYS	<u>None</u>
ABSTAIN	<u>None</u>
ABSENT	<u>None</u>



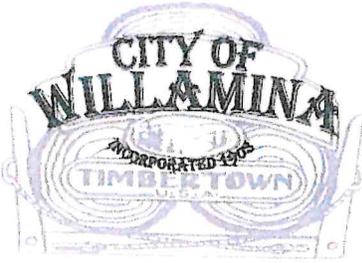
Vernon Mosser
Vernon Mosser, Mayor

ATTEST:

Sue C Hollis
Sue C Hollis, City Recorder

Attachment – Exhibit A

F/ORDINANCES/ORDINANCE.643.ADOPTED



Mayor Vernon Mosser

Council Members:

Ila Skyberg, Council President
Corey Adams
Rita Baller
Allan Bramall
Randall Long
Laurie Toney

City Staff:

City Recorder, *Sue Hollis*
Library: *Melissa Hansen & Denise Wilms*
Office Coordinator: *Debbie Bernard*
Office Specialist: *Shawn Kennedy*
Public Works Director: *Jeff Brown*

MEMO TO: PLANNING COMMISSION

DATE: APRIL 23, 2012

FROM: SUE C HOLLIS, CITY RECORDER

SUBJECT: ORDINANCE No 643 AMENDING SECTION 31 OF THE WILLAMINA MUNICIPAL CODE

At their meeting of April 12, 2012, the Willamina City Council adopted Ordinance No. 643, An Ordinance Amending Section 31 of the Willamina Municipal Code. This ordinance replaces in its entirety the current language in the Code related to the Planning Commission.

A copy of the ordinance is attached for your information. It will go into effect on May 12, 2012.

Attachment

F:\ORDINANCES\ORDINANCE 643.PLANNING COMMISSION.04-23-12

An Equal Opportunity Employer

411 N.E. "C" Street – P.O. Box 629, Willamina, Oregon 97396 - Telephone: (503) 876-2242 / Fax: (503) 876-1121

ORDINANCE NO. 686

**AN ORDINANCE AMENDING CHAPTER 31, SECTION 31.70 (1) OF
THE WILLAMINA MUNICIPAL CODE**

WHEREAS, Ordinance No. 643 amending Title II, Section 31 of the Willamina Code of Ordinances was adopted April 12, 2012; and

WHEREAS, Willamina Municipal Code Section 31.70 (1) set the date, time, and location of the Planning Commission meetings; and

WHEREAS, Willamina Municipal Code Section 31.70 (1) authorizes the Planning Commission by a vote of that body to revise the date and time of the Planning Commission meetings, but not the location; and

WHEREAS, the Planning Commission, by a unanimous vote at its December 16, 2020 meeting revised the date and time of the Planning Commission meetings to the fourth Tuesday of the month at 6:00 pm; and

WHEREAS, the Planning Commission, by a unanimous vote at its December 16, 2020 meeting directed staff to submit a request to the City Council for an amendment of Willamina Municipal Code Section 31.70 (1) to allow for a change in location of the Planning Commission meetings and allow future meeting logistic changes to be by a Proclamation of the City Council.

NOW, THEREFORE, THE CITY OF WILLAMINA ORDAINS AS FOLLOWS:

Section 1: Revisions

Chapter 31, Section 31.70(1) shall be revised as follows:

*One regular monthly meeting will be held on the **fourth Tuesday** of each month at **6:00 pm** at the **West Valley Fire District** when in person and via an internet platform such as "Zoom" when not in person.*

Chapter 31, Section 31.70(1), shall be revised to add the following as the last sentence of that Section:

The City Council may adopt and periodically amend this Section as it relates to the meeting date, time, or location by a Resolution of the City Council.

Section 2: Severability:

The sections, subsections, paragraphs and clauses of this Ordinance are severable. The invalidity of one section, subsection, paragraph, or clause shall not affect the validity of the remaining sections, subsections, paragraphs, or clauses.

Section 3: Codification:

Provisions of this Ordinance shall be incorporated into the City Code and the word "Ordinance" may be changed to "code", "article", "section", "chapter", or other word, and the sections of this Ordinance may be renumbered, or re-lettered, provided however that any "Whereas" clauses and boilerplate provisions (i.e. Section 2) need not be codified and the City Recorder is authorized to correct any cross-references and any typographical errors.

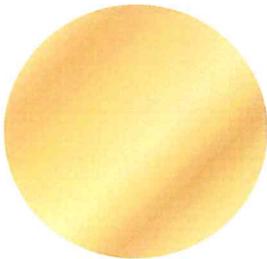
Section 4: Effective Date:

This ordinance shall become effective thirty (30) days after adoption

The foregoing Ordinance No. 686 was first read into the record in full and then by title and passed by a unanimous vote of all council members in attendance in accordance with Chapter VIII, Section 30-31 of the City Charter on the 12th day of January, 2021.

PASSED and **ADOPTED** this 12th day of January, 2021, by the following votes:

Councilor Baller: Aye
Councilor Johnson: Aye
Councilor Lawson: Aye
Councilor McKnight: Aye
Councilor Wilson: Aye
Councilor Wooden: Aye



Robert W Burr
Robert Burr, Mayor

ATTEST: [Signature]
Thomas Holt, Acting Deputy City Recorder

CITY OF WILLAMINA PLANNING COMMISSION
STAFF REPORT

I. BACKGROUND

HEARING: Tuesday, January 7, 2025

FILE NUMBER(s): Subdivision #SUB 24-01 **“Psalms Subdivision”**
Variance #VAR 24-03

APPLICANT: S & C Associates LLC

REPRESENTATIVE: K & D Engineering

REQUEST(s): Applicants request Planning Commission approval to subdivide a 6.81-acre parcel into 26 lots intended for single-family residential development. A variance application is submitted concurrently to reduce the minimum density of the subdivision from minimum 28 lots to the proposed 26 lots total, in consideration of the steep slopes and drainage along the east side of the proposed development. The proposed subdivision provides vehicle street connection to F Street, and pedestrian path connection to Hobbs Park and NE Oaken Hills Drive.

PROPERTY: Address not yet assigned. Tax lot R6701 00103.
The subject property is located at the northern terminus of ‘F’ Street near NE 5th Street.

ZONE: R1 – Low Density Residential

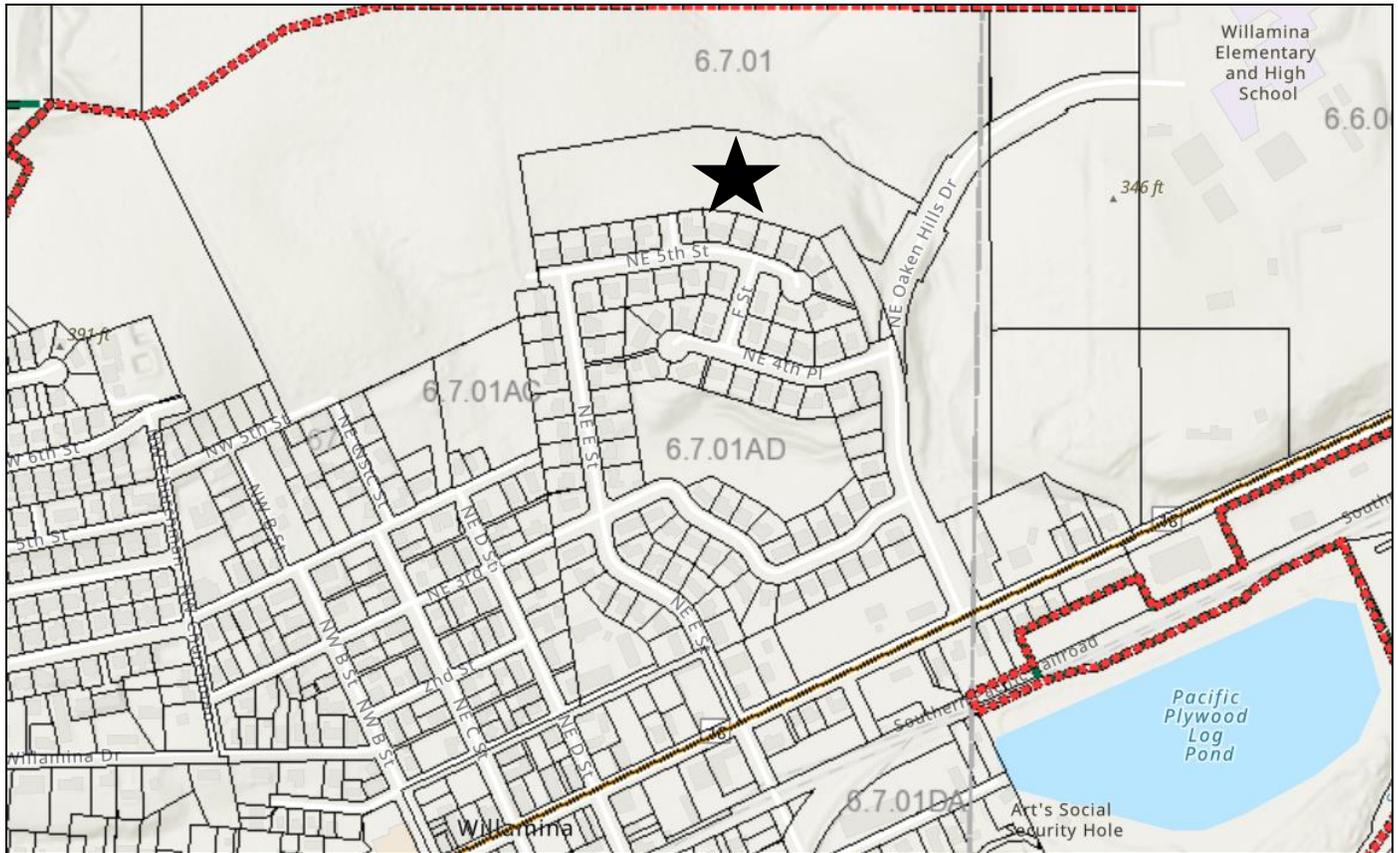
CRITERIA: Willamina Development Code, Sections: 2.101 R1 Low Density Residential Zone, 2.200 General Development Standards, 2.208 Development Standards for Land Divisions, 3.104 Variances, 3.107 Subdivisions and Planned Unit Developments

PROCEDURE: Pursuant to Willamina Development Code procedures (WDC 3.101.02), Subdivisions are a Type II action. A Type II action is a quasi-judicial review in which the Planning Commission applies a mix of objective and subjective standards that allow considerable discretion. Public notice and a public hearing are provided. A Minor Variance is a Type I-A action. A Type I-A action is a ministerial action reviewed by staff based on clear and objective standards. Multiple land use requests involving different processing types shall be heard and decided at the higher processing type.

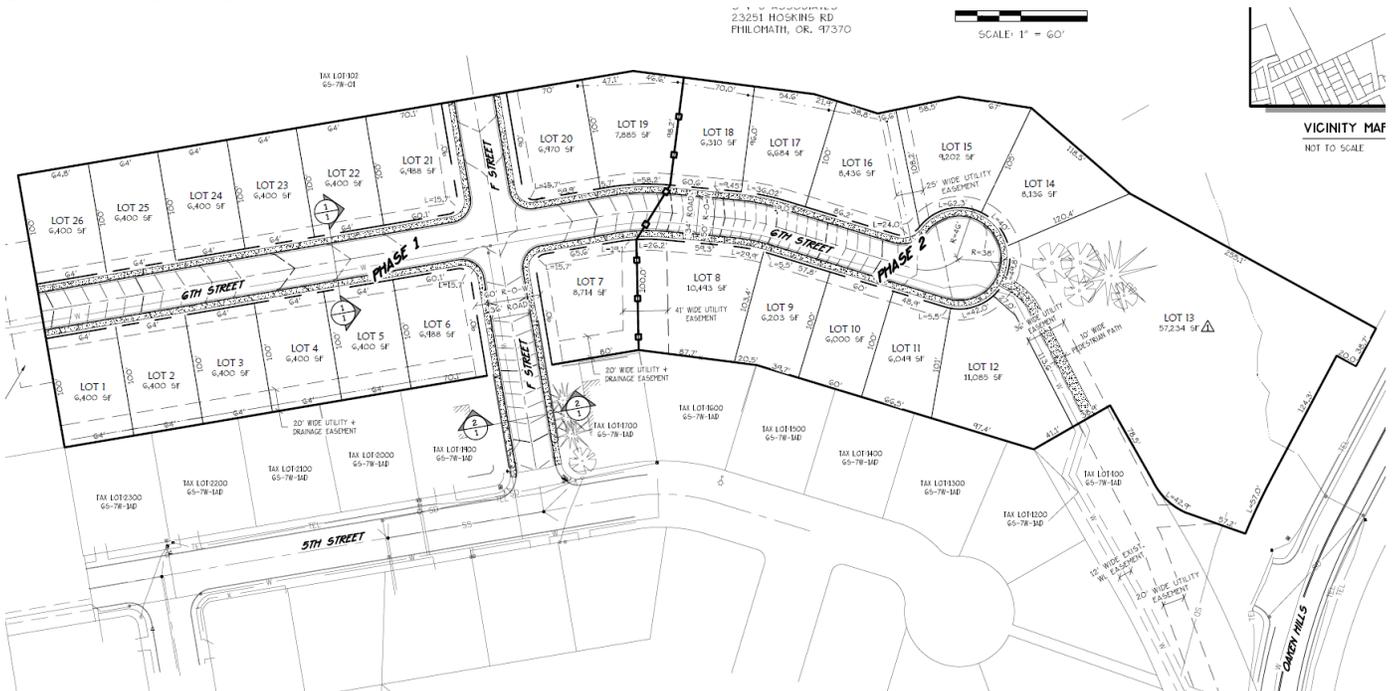
EXHIBITS: A – Full Application Package

II. MAPS

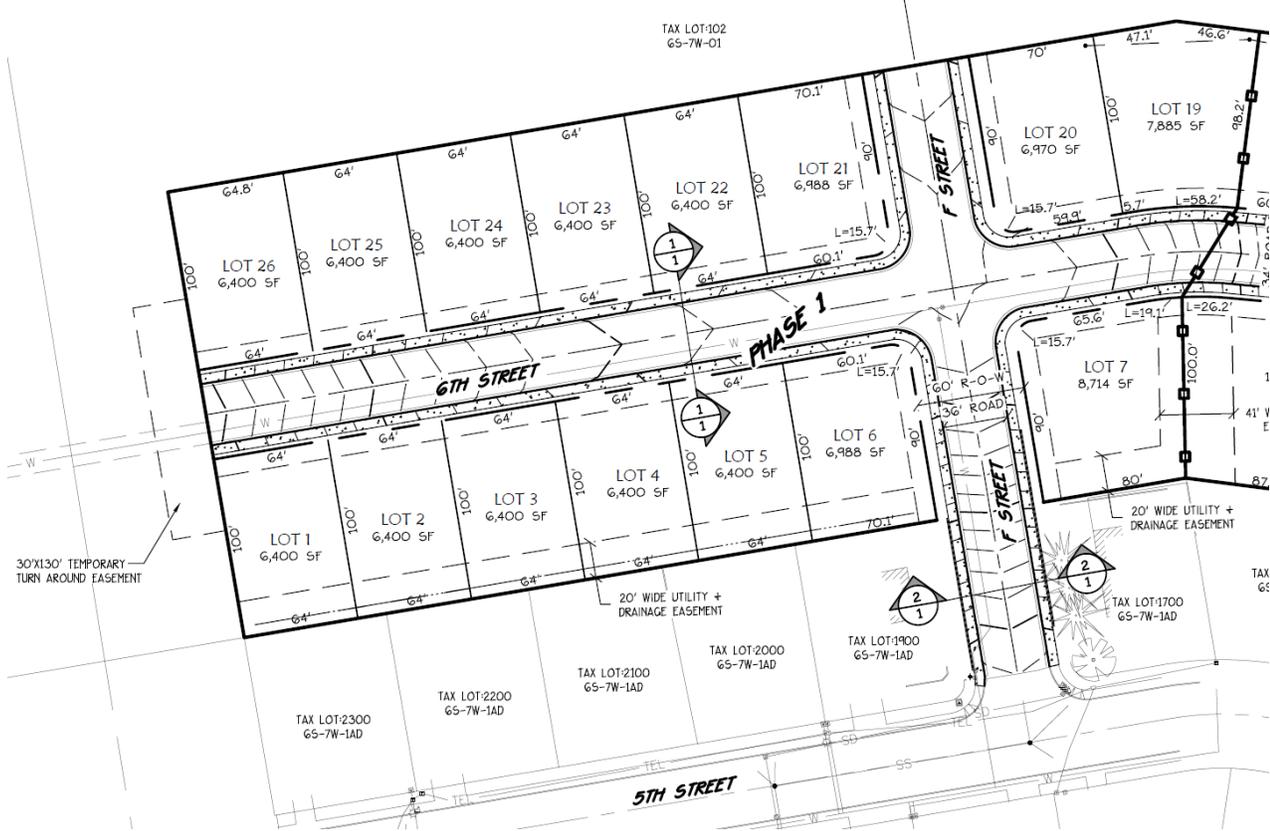
A. VICINITY MAP



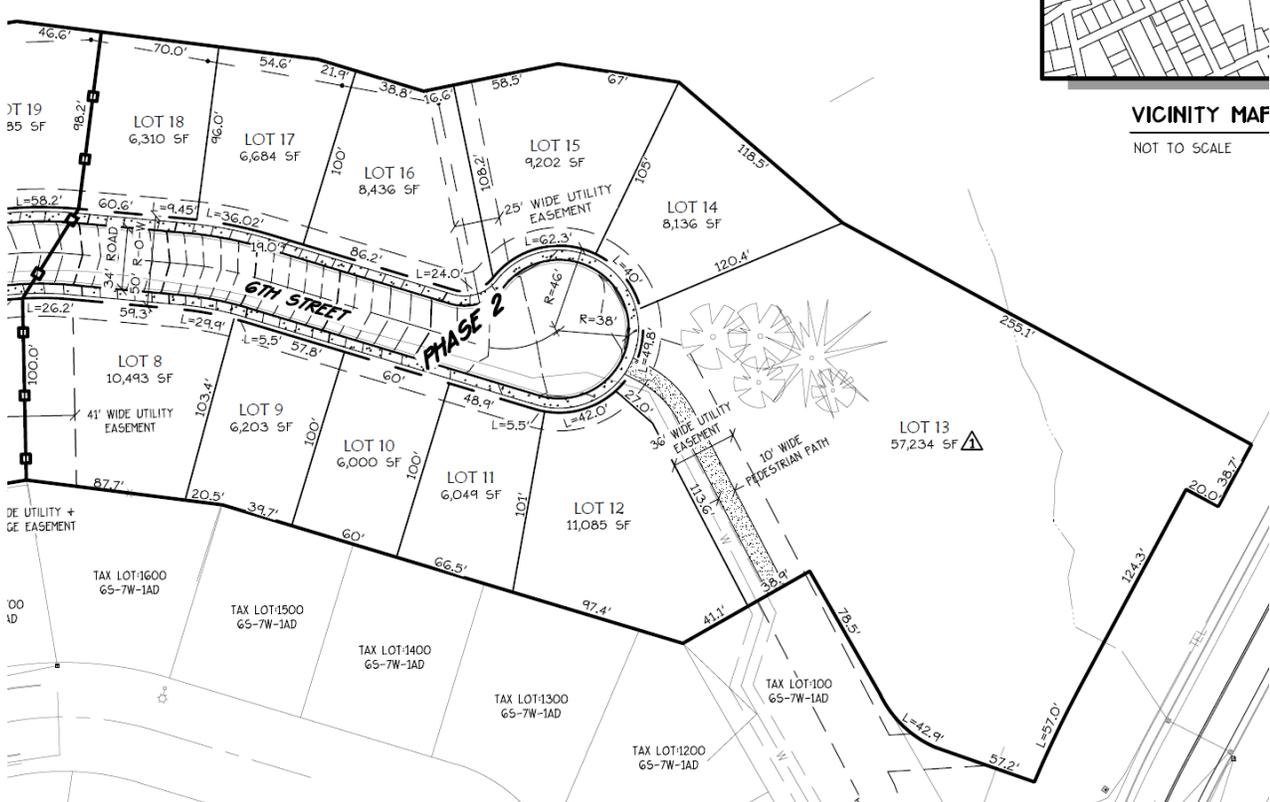
B. PROPOSED SUBDIVISION



C. PROPOSED SUBDIVISION, WEST SIDE ONLY, CROPPED TO ZOOM



D. PROPOSED SUBDIVISION, EAST SIDE ONLY, CROPPED TO ZOOM



III. DECISION CRITERIA & FINDINGS - SUBDIVISION

Willamina Development Code (WDC)

2.101 Low Density Residential Zone (R-1)

2.102.01 Purpose

[This] section is adopted to maintain areas of existing low density residential development and to provide for the continued development of low density housing to meet the future needs of the citizens of the city. The R-1 zoning district is consistent with the Low Density Residential (LDR) Comprehensive Plan Land Use Designation. The R-1 Zone allows for the development of detached single-family homes and other complementary uses listed in this section.

2.101.02 Permitted Uses

Unless otherwise subject to Conditional Use provisions or requirements of this Ordinance, the following uses and their accessory uses are permitted in the R-1 zone:

A. Detached single-family dwelling unit, including a single-family manufactured home subject to Section 2.303 of this Ordinance...

FINDINGS: The subject property is designated Low Density Residential (LDR) on the City of Willamina Comprehensive Plan Land Use Designation Map. The subject property is designated R1- Low Density Residential on the City of Willamina Zoning Map. The submitted land use application package proposes to develop the property as a residential subdivision; creating lots for detached single-family dwelling units. The proposed land use is consistent with the purpose and the permitted uses of the R1 zone, which is consistent with the LDR land use designation. This standard is met.

2.101.04 Dimensional Standards

The following dimensional standards shall be the minimum requirements for all development in the R-1 District except for modifications permitted under Section 2.402, General Exceptions.

A. Minimum Lot Dimensions

- 1. 6,000 square feet.*
- 2. The minimum lot width at the front building line shall be 50 feet including lots located on a cul-de-sac. (For frontage requirements, see Section 2.308.)*
- 3. The minimum average lot depth shall be 90 feet.*
- 4. Public utility structures: Lot area shall be adequate to contain all proposed structures within the required yard setbacks.*

B. Minimum Yard Setback Requirements...

C. Maximum Structure Height...

FINDINGS: All lots within the subdivision application meet or exceed the R1 Zone minimum lot size of 6,000 SF as proposed. All lots along public streets meet or exceed the minimum lot frontage width of 50 feet, except for those proposed along the cul-de-sac. All lots with frontage on the bulb of the cul-de-sac meet or exceed the minimum lot frontage width of 40 feet. Additional frontage requirements are addressed by WDC 2.308, as referenced below. All lots meet or exceed the minimum lot depth of 90 feet as proposed. No

structures exist on the subject property currently. All setbacks and structure heights are reviewed at the time of building permit. The standards are met, or can be met at the time of future development through the City's standard Building Compliance Application (BCA) review prior to permitting.

2.101.05 R1 Zone Development Standards

A. Off-street parking. Parking shall be as specified in Section 2.203.

B. Subdivisions and Partitions. Land divisions shall be reviewed in accordance with the provisions of Section 3.106 - 3.107.

C. Planned Unit Developments (PUDs) and Cottage Clusters...

D. Site Plan Review...

FINDINGS: Off-street parking is reviewed at the time of building permit. Land Division standards are addressed below. The proposed land division action does not require concurrent PUD, cottage cluster, or Site Plan Review applications; those code sections are not applicable.

E. Density. When R-1 land is subdivided, the minimum density shall be four (4) dwelling units per gross acre and the maximum density shall be six (6) units per acre.

FINDINGS: The subject property is 6.81 acres. Using the adopted density range of 4 – 6 dwelling units per gross acre, the proposed subdivision would result in between 28 and 40 dwelling units. The developer reports that all lots are proposed to be developed with single-family dwellings. The proposed 26 lots do not meet the minimum density of the R1 zone. For this reason, the developer has submitted a concurrent variance application indicating that the unique property topography and drainage on the east side of the property provide a challenge to meeting the minimum density of the R1 zone. Variance decision criteria are addressed below. This subdivision may be approved subject to the concurrent variance also being approved.

F. Lot Coverage.

G. Yards and Lots. Yards and lots shall conform to the standards of Section 2.209.

H. Signs. Signs shall conform to the requirements of Section 2.206.

I. Recreational vehicles, trailers, boats and other similar vehicles shall not be parked in the front yard area of the dwelling. Front yard shall not include driveway.

J. Driveways shall be separated from an intersection by at least 20 feet.

K. Accessory structures. Accessory structures as provided for in Section 2.209.10.

L. No more than one (1) main building shall be located on a lot or parcel.

M. Garage/carport. A garage or carport of like material and color of the single-family/two-family dwelling is required. The garage or carport shall be a minimum of 240 square feet in size and shall meet building code requirements. Garage/carport dimensions shall meet minimum usable parking space dimensions of 9 feet by 18 feet.

FINDINGS: Compliance with R1 Zone Development Standards # F) Lot Coverage, J) Driveways, K) Accessory Structures, L) Main Building, and M) Garage/Carport shall be reviewed at the time of future building permit. Compliance with R1 Zone Development Standards # G) Yards and Lots, H) Signs, I) Recreational Vehicles shall be the ongoing obligation of the property owners. These standards can be met.

3.107 SUBDIVISIONS AND PLANNED UNIT DEVELOPMENTS

3.107.1 General Provisions

A. All subdivisions and PUDs shall conform to all applicable Zoning District Standards, development standards and other provisions of this Ordinance.

B. A Master Plan for development is required for any application which leaves a portion of the subject property capable of redevelopment.

FINDINGS: As submitted, only Lot 13 is large enough to be further divided, however, the lot lacks sufficient frontage width along the cul-de-sac, and it is impacted by steep slopes and a natural drainage on the east side. For these reasons, it is not feasible to be redeveloped. This standard is met.

2.208 DEVELOPMENT STANDARDS FOR LAND DIVISIONS

2.208.1 Purpose

To provide for the orderly, safe, efficient and livable development of land within the City of Willamina.

2.208.2 Scope

The provisions of this Section shall apply to all subdivisions and partitions within the City of Willamina.

FINDINGS: A subdivision is defined as a land division which results in four or more lots. The submitted development proposes to create 26 residential lots from one parent parcel. WDC 2.208 applies to this application. The applicable standards are provided below.

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: The subject property is zoned R1 – Low Density Residential. The applicant proposes to create lots for detached single-family dwelling units. Pursuant to WDC 2.101.04 R1 Zone dimensional standards, the minimum lot size for a detached single-family lot is 6,000 SF. The submitted plan provides the lot size for each of the 26 lots. The WDC defines Lot Area as “The total area of a lot, measured in a horizontal plane within the lot boundary lines, exclusive of public and private roads and easements of access to other property...” While lots within the proposed subdivision contain various utility easements, none of the easements shown on the plan constitute access easements to other properties. All lots exceed the 6,000 SF standard. This standard is met as submitted, and will be confirmed prior to final plat approval.

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, with the following exceptions...*

FINDINGS: This standard is met at submitted.

C. *Frontage: 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. The following exceptions shall apply:*

1. Residential lots or parcels, excluding townhouse developments and Planned Unit Developments...
2. Lots or parcels in townhouse developments or Planned Unit Developments...
3. Commercial or Industrial uses...
4. Flag lots...
5. Lots fronting on a cul-de-sac shall maintain a minimum frontage dimension of forty (40) feet as measured along the curve.

FINDINGS: As previously addressed, WDC 2.101.04(A)(2) requires a minimum lot frontage width of 50 feet for standard lots. Additionally, WDC 2.208.03(C)(5) above provides a minimum lot frontage width of 40 feet for lots fronting on a cul-de-sac. All standard lot frontages exceed 50 feet in width and all cul-de-sac lots exceed 40 feet in frontage width. The proposed subdivision does not include townhouse lots, flag lots, Planned Unit Developments, or commercial/ industrial uses. These standards are met as submitted, and will be confirmed prior to final plat approval.

D. Flag Lots...

FINDINGS: The submitted subdivision does not propose to develop any flag lots. This standard does not apply.

E. Through Lots: Through lots shall be 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. Screening or buffering, pursuant to the provision of Section 2.207, may be required by the City during the review of the land division request.

FINDINGS: Through lots are lots which abut a public street right-of-way on both the front and rear of the property. The proposed subdivision does not include any through lots. It is important to note that Lot 13 abuts NE Oaken Hills Drive on the rear of the lot. NE Oaken Hills Drive is not a public street right-of-way; it is a private street located on Willamina School District property. There are no plans to dedicate NE Oaken Hills Drive to City jurisdiction. No vehicular access to NE Oaken Hills Drive to the proposed development is either proposed or granted with this subdivision application.

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: Side lot lines shown on the submitted subdivision plan are generally perpendicular to the public street right-of-way. This standard is met.

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: Lot elevations are generally confirmed at the time of building permit. This standard can be met through compliance with the associated condition of approval.

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(l) of this Code.

FINDINGS: The submitted plan set shows a variety of easements, including the following:

1. A 10-foot wide frontage Private Utility Easement (PUE) on the frontage of all new lots.
2. A 20-foot wide utility and drainage easement across the rear (southern) side of Lots 1-7.
3. A 25-foot wide utility easement split between Lots 15 and 16.
4. A 36-foot wide utility easement through Lot 13 connecting the cul-de-sac bulb to Hobbs Park and eventually to NE Oaken Hills Drive, for the purpose of water, storm, sewer, and 10-foot wide pedestrian path.
5. A 41-foot wide utility easement between Lot 7 and Lot 8 to account for the proposed underground stormwater detention pipes.
6. A 30-foot by 130-foot “temporary turn around easement” on the abutting undeveloped property to the west under different ownership.

All planned easements appear to satisfy the minimum dimensions of 10-foot frontage PUE and 20-foot width for all other utility purposes.

This standard can be met through compliance with the recommended conditions of approval.

2.208.4 Standards for Blocks

A. General: The length, width, and shape of blocks shall be designed with regard to providing adequate building sites for the use contemplated; consideration of needs for convenient access, circulation, control, and safety of street traffic; and recognition of limitations and opportunities of topography.

B. Sizes: Blocks shall not exceed 250 feet in length between street lines, except blocks adjacent to arterial streets, or unless the previous adjacent development pattern or topographical conditions justify a variation.

FINDINGS: The proposed subdivision makes a street connection to existing public street NE F Street. The 26 new residential lots take access from a new segment of NE 6th Street which does not connect to either the east or the west. Connectivity to the east is not feasible due to slopes and a drainage, necessitating the proposed cul-de-sac dead end. Connectivity to the west is provided for with a street stub ending in a proposed turn-around easement. The public street will be continued upon future development of the large vacant property to the west. The block length shown in the proposed subdivision exceed 250 feet in length, however, the pattern matches the block and cul-de-sac pattern immediately to the south on NE 5th Street, platted with the 1977 First Addition Oaken Hills Subdivision. For the purposes of matching the previous adjacent development pattern, the blocks are acceptable to the City Engineers. This standard is met.

2.208.5 Improvement Requirements

A. Partitions... (Not applicable)

B. Subdivisions: The following improvements shall be required for all subdivisions in the City of Willamina:

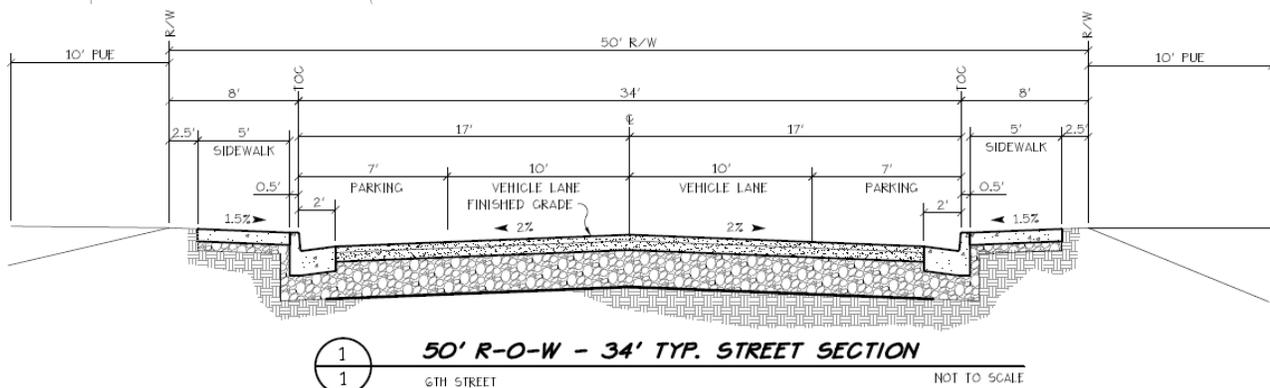
1. Frontage Improvements: Street improvements to full City Standards shall be required for all public streets on which a proposed subdivision fronts in accordance with Section 2.202 of this Code. Such improvements shall be designed to match with existing improved surfaces for a reasonable distance beyond the frontage of the property. Additional frontage improvements shall include: sidewalks, curbing, storm sewer, sanitary sewer, water lines, streetlights, other public utilities as necessary, and such other improvements as the City shall determine to be reasonably necessary to serve the development or the immediate neighborhood.

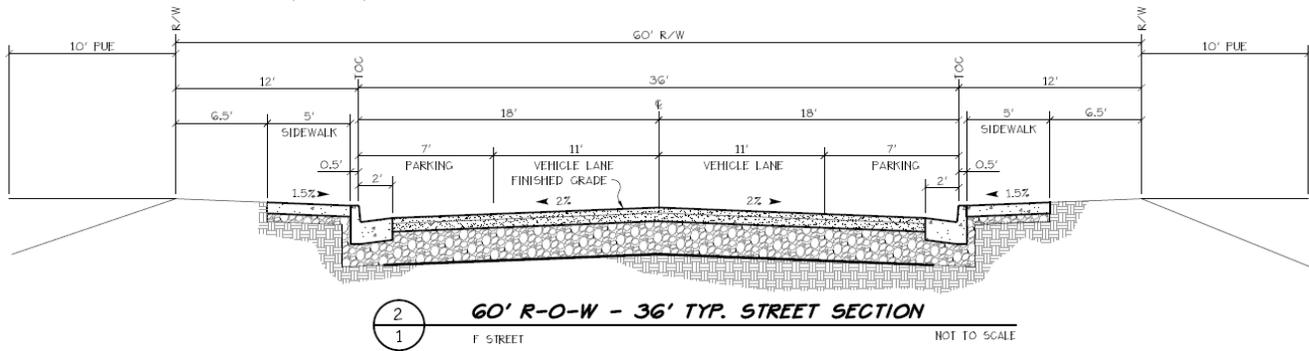
2. Project Streets: All public or private streets within the subdivision shall be constructed as required by the provisions of Section 2.202.

FINDINGS: All streets shown in the submitted plan set are proposed to be public street rights-of-way dedicated to the City of Willamina at the time of plat recording. The submitted plan set show improved full-width streets with curbs, gutters, sidewalks, street lights, hydrants, storm, water, and sewer facilities.

Consistent with WDC 2.202.03 ‘Streets, General Provisions,’ (C) ‘Alignment,’ the proposed streets are in alignment with existing streets by continuation of the centerline. (D) ‘Future extension of streets’ is satisfied through the extension of NE F Street to the north and NE 6th Street to the western boundary of the subdivision. Both of these street stubs provide opportunity for future street connectivity. (E) ‘Intersection Angles’ requires intersection angles to be near right angles. The City Engineers have reviewed the submitted plan set and have deemed it satisfactory.

WDC 2.202.04 ‘General Right of Way Improvement Width’ contains a table of right-of-way and street improvement cross section widths based upon the functional classification of streets in Willamina. The proposed street widths are designed meet or exceed the minimums provided in the table. NE F Street matches the current 60-foot right-of-way width of the connecting segment of NE F Street to the south. The proposed 50-foot right-of-way width for NE 6th Street exceeds the minimum width for a local street, and allows for parking on both sides of the street. The proposed cross-sections are included below for reference. WDC 2.202.05 ‘Modification of Right-of-Way and Improvement Widths’ states that the City has the authority to approve modified right-of-way and improvement widths when certain conditions are met. Those conditions include unusual topography, parcel shape or configuration, trees or other natural features, etc. and based upon anticipated traffic volumes.





WDC 2.202.10 ‘Pedestrian Access and Circulation’ includes the purpose statement “... It is intended to provide for safe, reasonably direct, and convenient pedestrian access and circulation.” This section requires a continuous walkway system through the development and connections for adjacent sidewalks to all future phases of the development, as applicable. The development plans show sidewalks on both sides of the streets, as well as a 10-foot pathway extending southeast from the bulb of the cul-de-sac to Hobbs Park, toward NE Oaken Hills Drive. The Shared-Use Pathways standard requires the pathway to be constructed of concrete (or asphalt with City Engineer approval). It is reasonable to expect that this pathway would provide school children walking access to the school campus, however, as proposed there would be a gap in the paved pathway between the end of the pathway shown and the sidewalk along NE Oaken Hills Drive. A recommended condition of approval is included, requiring the developer to connect the paved pathway through Hobbs Park to the sidewalk at NE Oaken Hills Drive.

WDC 2.202.11 ‘Access Management’ provides spacing standards for driveways from intersections. Individual residential driveway locations are not provided at this time, but will be reviewed at the time of building permit for each individual lot. Generally, “Residential driveways shall be separated from a public intersection by at least 20 feet. Residential driveways shall be separated from adjacent driveways a minimum of 10 feet.” Subsection (C) General standards for access management (1) “Where multiple options for access exist, as with a corner parcel, the priority shall be on the lower-classification street.”

WDC 2.202.12 ‘Transportation Impact Analysis / Transportation Impact Study’ (B) states that a TIA is required for (3) an increase in site traffic volume generation by 300 average daily trips (ADT) or more. The anticipated traffic volume for 26 single-family detached dwelling units does not exceed that threshold. As such, no traffic study is required with this subdivision application.

WDC 2.203 requires two off-street parking spaces per dwelling unit. Off-street parking spaces as well as garage/carports are reviewed at the time of building permits. This standard can be met.

3. Monuments: Upon completion of street improvements, centerline monuments shall be established and protected in monument boxes at every street intersection and all points of curvature and points of tangency of street center lines.

4. Bench Marks: Elevation bench marks shall be set at intervals established by the City Engineer. The bench marks shall consist of a brass cap set in a curb or other immovable structure.

FINDINGS: Compliance with monuments and benchmark standards are included as standard conditions of approval. The applicant can meet this standard through compliance with those conditions.

5. Surface Drainage and Storm Sewer System: Drainage facilities shall be provided within the subdivision in accordance with Section 2.204 of this Code and shall connect the subdivision drainage to drainage-ways or to storm sewers outside the subdivision. Design of drainage within the subdivision shall be in accordance with Section 2.204 of this Ordinance and shall take into account the capacity and grade necessary to maintain unrestricted flow from areas draining through the subdivision and to allow extension of the system to serve such areas.

FINDINGS: The submitted plan set includes stormwater facilities. The applicant states “Public storm drain is proposed that will collect storm water from streets and lots. Underground detention pipes are proposed to control the flow from a 25-year event to the pre-developed 5-year rate.” The submitted subdivision plan shows the location of the underground pipes plus associated utility easements. The referenced detention pipes are shown in Lots 7 and 8. The plan also shows stormwater collection in a shallow ditch on the downhill (rear) side of Lots 1 – 7 tying into the NE F Street storm drains. There is also a storm drain connection shown from the east end of the cul-de-sac down slope to the storm line in NE Oaken Hills Drive.

A stormwater facility maintenance agreement is required to be signed for the long-term maintenance of the proposed stormwater facilities. This standard can be met through the applicant’s compliance with the associated condition of approval.

6. Sanitary Sewers: Sanitary sewer shall be installed to serve the subdivision and to connect the subdivision to existing mains both on and off the property being subdivided. If the required sewer facilities will, without further sewer construction, directly serve property outside the subdivision, the City may recommend to the City Council construction as an assessment project with such arrangement with the subdivider as is equitable to assure financing his share of the construction.

The City may require that the subdivider construct sewage lines of a size in excess of that necessary to adequately service the development in question, where such facilities are or will be necessary to serve the entire area within which the development is located when the area is ultimately developed. The City may also require that the construction take place as an assessment project with such arrangement with the subdivider as is desirable to assure his share of the construction.

FINDINGS: The submitted plan set includes sewer facilities. The applicant states “Sewer will be connected to existing public sewer in NE Oaken Hills Drive. Laterals from each lot will be connected to the main.” While there are limitations in capacity of the City’s sewer system, particularly during storm events, the City Council has elected to not enact a moratorium on new development. The City is actively working to secure funding for system upgrades. The City Engineers and Public Works staff have reviewed the submitted plan sets and believe the City’s standards can be met as proposed.

7. Water System: Water lines with valves and fire hydrants serving the subdivision and connecting the subdivision to the City mains shall be installed. The design shall take into account provisions for extension beyond the subdivision to adequately grid the City

system and to serve the area within which the development is located when the area is ultimately developed.

FINDINGS: The submitted plan set includes water facilities. The applicant states “Water main existing in the proposed road alignment. Hydrants as well as services will be added to the existing main with laterals.” The City Engineers and Public Works staff have reviewed the submitted plan sets and believe the City’s standards can be met as proposed.

8. Sidewalks: Sidewalks shall be installed along both sides of each public street and in any pedestrian ways within the subdivision. The City may defer sidewalk construction until the dwellings or structures fronting the sidewalk are constructed. Any required offsite sidewalks or sidewalks fronting public property shall not be deferred.

FINDINGS: The submitted plan set shows minimum 5-foot wide public sidewalks on both sides of the streets. This standard is met as submitted.

9. Other:

- a. Driveway installations, excluding common drives, are not required of the subdivider but, if installed, shall be according to the City standards.*
- b. Street tree planting is not required of the subdivider but, if planted, shall be according to City requirements and of a species compatible with the width of the planting strip.*

10. Street Lights. The installation of street lights is required at locations and of a type required by City standards.

11. Street Signs. The installation of street name signs and traffic control signs is required at locations determined to be appropriate by the city and shall be of a type required by City standards.

FINDINGS: Driveways and street trees are neither proposed nor required. These standards for street lights and street signs can be met through compliance with City standards.

12. Traffic Circulation. The proposed subdivision shall be laid out to provide safe, convenient, and direct vehicle, bicycle and pedestrian access to nearby residential areas, transit neighborhood activity centers such as schools and parks, commercial areas, and industrial areas; and to provide safe, convenient and direct traffic circulation. At a minimum, "nearby" is interpreted to mean uses within one quarter (1/4) mile which can be reasonably expected to be used by pedestrians, and uses within 1 mile of the subdivision boundary which can reasonably expected to be used by bicyclist.

13. Connectivity. To achieve the objective in B12 above, the City may require the following:

- a. Stub Streets: Where the potential exists for additional residential development on adjacent property.*

FINDINGS: Regarding connectivity, the subdivision takes access from existing grid street NE F Street. Street stubs for future street connectivity are shown at both NE F Street to the north and NE 6th Street to the west. The street stub north on NE F Street appears to be short enough to allow for turnaround movements within the existing right of way. A turnaround is required on the west end of NE 6th Street. The plan set shows a “Temporary Turn Around Easement” which may not meet the minimum Fire Code hammerhead/turn around dimensions without a curved radius to the turnaround. As the temporary turnaround would be used for emergency response vehicles, construction vehicles, delivery vehicles, garbage haulers, etc., the indicated turnaround easement is required to be recorded prior to civil plan set approval, and would remain in place until NE 6th Street is extended through future development of the vacant property to the west. This standard for connectivity can be met.

- b. Non-motorized Access. Pedestrian access and circulation shall be provided consistent with Subsection 2.202.10. New subdivisions shall provide safe bicycle and pedestrian connections to adjacent existing and planned residential areas, transit stops, schools, parks, shopping areas, and employment centers. Non-motorized connectivity may be provided through sidewalks, trails, and marked/signed bicycle facilities on local streets.*

14. Collector and Arterial Connections. Pedestrian/bicycle accessway connections with adjoining arterial and collector streets shall be provided if any portion of the site's arterial or collector street frontage is over 600 feet from either a subdivision access street or other pedestrian/bicycle accessway. If natural features (e.g., adverse topography, streams, wetlands) exist, the provisions of accessways may be limited. Additionally, if buildings or other existing developments on adjacent lands may physically preclude a connection now or in the future considering the potential for redevelopment.

FINDINGS: The submitted subdivision layout provides vehicle access with connection to an existing grid street. While the grade on the east side of the subdivision does not allow for a vehicular connection to NE Oaken Hills Drive, a non-motorized connection is feasible, and is shown on the plan set. This connection is particularly important due to the proximity of the new neighborhood to the Willamina School Campus.

15. Design Standards. Pedestrian/bicycle accessways shall meet the following design standards:

- a. Minimum improved width: 10 feet*
 - d. Pedestrian scale lighting fixtures shall be provided along the walkway and lighted to a level where the system can be used at night.*
 - e. The accessway shall be designed to prohibit vehicle traffic.*
- All improvements required under this Section shall be completed to City standards or assured through a performance bond or other instrument acceptable to the City Attorney, prior to the approval of the Final Plat of the subdivision.*

FINDINGS: The submitted subdivision plan shows a 10-foot wide pathway connecting the public sidewalk on the cul-de-sac to the property boundary at Hobbs Park. Staff recommends extending paved pedestrian connection through Hobbs Park to connect to the existing sidewalk along NE Oaken Hills Drive to provide a functional connection to the school campus. This recommendation is included as a condition of approval.

16. Parks & Recreation Facilities for Residential Subdivisions. All residential subdivisions shall meet the following requirements for provision of parks and recreational facilities.

a. Areas Required: Except as modified in Section 16.b, below, an area of land, the size of which shall be (10) percent of the gross area of the subdivision shall be set aside and dedicated by the subdivider to the public for parks and recreation purposes.

b. Payment in Lieu of Park Land: If the subdivision developer requests to pay a fee in lieu of dedicating park land, and the Planning Commission determines that there is no park facility identified in the adopted Parks Master Plan for the subject property, then the subdivider shall be approved to pay to the City a sum of money equal to the market value of the land that would have been required in Section 16.a, above.

1. Market value shall be established by a professional land appraiser who is a candidate or member of the American Institute of Real Estate Appraisers, or who has been certified by the State of Oregon as a certified appraiser. A date which is within sixty (60) days of the submission of the tentative plan shall be used for the purposes of fixing the value (except that appraised value shall always be determined after the parcel's annexation to the City). The City shall be responsible for securing the services of the professional appraiser and submitting those appraisal figures for the Planning Commission's consideration. The developer shall be responsible for reimbursing the City for the appraisal fees.

2. The sum of money established by this procedure shall be paid to the City prior to the signing of the final plat by the Planning Commission chairperson.

c. Expenditure of Funds: Funds contributed in lieu of park land dedicated by a subdivision may be expended by the City for the purposes of acquiring, developing, upgrading, or maintaining public park properties, and other recreational facilities and programs which benefit the residents of the Willamina community. Acquisition of new park properties shall be consistent with the adopted Parks Master Plan, or as otherwise approved by the Commission and Council as suitable and adaptable for such purposes.

FINDINGS: City of Willamina Public Works staff have commented that the City operates at full capacity simply maintaining the existing parks and recreation facilities within city limits. Public Works staff support a payment in lieu of park land for this subdivision. The subject property abuts the new Hobbs Park, and is near Oaken Hills Park. A recommended condition of approval requires the applicant to pay the fee-in-lieu of park land prior to City approval of the final plat.

2.208.6 Improvement Procedures

FINDINGS: A reference to the improvement procedures is included as a standard condition of approval.

2.209.08 Clear Vision

A. A clear vision area shall be maintained on the corner of all property at the intersection of two (2) streets or a street and a railroad, alley or driveway. A clear vision area shall contain no planting, sight-obscuring fence (open chain link excluded), wall, structure, or temporary or permanent obstruction exceeding two and one-half feet in height (30 inches), measured from the ground. Trees exceeding this height may be located in this area, provided all branches and foliage are removed to a height of eight feet above the ground.

B. A clear vision area shall consist of a triangular area, two (2) sides of which are lot lines along the intersecting streets, and the third side of which is a straight line connecting points on the lot lines at a distance specified below from the intersection of these lot lines. Where the lot lines have rounded corners, the lot lines shall be extended to their point of intersection in order to measure this distance. The distance used to establish the clear vision triangle shall be as follows:

1. In a residential zone thirty (30) feet, or at intersections including an alley or a private driveway, ten (10) feet.
2. In all other zones, where front and side yards are required, the minimum distance shall be fifteen (15) feet, or at intersections including an alley or a private driveway, ten (10) feet.

2.209.9 Fences, Walls and Hedges

FINDINGS: Clear vision areas and fences/walls/hedges are included as a standard conditions of approval. They are the ongoing obligation of the developer and subsequent property owners.

IV. DECISION CRITERIA & FINDINGS - VARIANCE

3.104 VARIANCES - MINOR AND MAJOR

3.104.1 Purpose

The development standards in this Development Code protect the public health, safety and welfare by establishing standard setbacks, maximum building heights and other development standards that apply to various uses. For lands or uses with unique characteristics the intent and purpose of the development standards may be maintained while allowing for a variance to quantifiable requirements.

A minor variance may be approved for those requests resulting in no more than a ten percent (10%) change in a quantifiable standard. Otherwise, any change to a quantifiable standard will require a major variance.

3.104.2 Applicability

Under the following provisions, a property owner or his designate may propose a modification or variance from a standard or requirement of this Ordinance, except when one or more of the following applies:

- A. The proposed variance would allow a use which is not permitted in the district;
- B. Another procedure and/or criteria is specified in the Ordinance for modifying or waiving the particular requirement or standard;
- C. Modification of the requirement or standard is prohibited within the district; or

D. An exception from the requirement or standard is not allowed in the district.

FINDINGS: The applicant's concurrent Minor Variance application proposes to reduce the minimum density of the R1 zone from a minimum of 28 units per gross acre, to the 26 units proposed with this application for the 6.81-acre property. This reduction in density results in a density of 3.82 dwelling units per gross acre, or an overall 7% reduction from the adopted standard. The variance approval would not allow a use which is not permitted in the district. Such a modification or exception from the requirement is not prohibited within the district. A Minor Variance is the appropriate procedure for this request.

3.104.3 Criteria and Procedure - Minor Variance

The City recorder, after consultation with city engineer and planner or designee allow a minor variance from a requirement or standard of this Ordinance in accordance with the Type I-A review procedures provided that the applicant provides evidence that the following circumstances substantially exist:

A. The intent and purpose behind the specific provision sought to be varied is either clearly inapplicable under the circumstances of the particularly proposed development; or,

B. The particular development as proposed otherwise clearly satisfies the intent and purpose for the provision sought to be varied; and

FINDINGS: The application package narrative states: "The proposed layout has a cul-de-sac proposed on the east end due to the steep topography and drainage and lack of public road access. Due to the topography, utilities proposed and existing, and the shape of lots around the cul-de-sac, the land on the east portion of the site is not divisible into lot sizes that would provide the density." Staff concurs with the applicant's statement. The topography and drainage of the east side of the property are unique circumstances. The subdivision plan otherwise meets the intent and purpose of the R1 zone to implement the LDR Designation.

C. The proposed development will not unreasonably impact adjacent existing or planned uses and development; and

D. The minor variance does not expand or reduce a quantifiable standard by more than ten percent (10%) and is the minimum necessary to achieve the purpose of the minor variance; and

E. There has not been a previous land use action approved on the basis that a minor variance would not be allowed.

FINDINGS: The reduction of two dwelling units from the overall subdivision plan results in fewer dwelling units available in the local housing inventory for the greater Willamina community, however, avoiding development of hazard slopes and potential sensitive drainage/riparian/wetland areas may provide a public benefit. The reduction in density represents a 7% reduction from the standard, which is less than the 10% threshold between minor and major variances. There has not been a previous land use action that placed restrictions on such a variance. The proposed development is not expected to unreasonably impact adjacent or planned uses. These standards are met as submitted.

V. CONCLUSIONS AND RECOMMENDED CONDITIONS OF APPROVAL

Based upon the decision criteria detailed above, staff recommends **APPROVAL** of Subdivision #SUB 24-01 and concurrent Variance #VAR 24-03, subject to the following recommended conditions of approval.

1. CONCURRENT VARIANCE. Subdivision #SUB 24-01 is approved contingent upon the approval of concurrent variance # VAR 24-03.
2. APPROVAL. Approval of preliminary plans for a subdivision shall be valid for one year after the date of the written decision. A Final Plat shall be recorded within this time period, or the approvals shall lapse.
 - a. The Planning Commission, after holding a hearing may extend the approval period for any subdivision or PUD for not more than one (1) additional year at a time provided the applicant demonstrates that all fees payable to the city related to the subdivision have been paid in full. Requests for extension of approval time shall be submitted in writing thirty (30) days prior to the expiration date of the approval period. If the approval period is allowed to lapse, the applicant must resubmit the proposal, including all applicable fees, for public hearing before the Planning Commission. The applicant will be subject to all applicable standards currently in effect.
3. FINAL PLAT. Final plat shall be submitted and reviewed in compliance with WDC 3.107.04 'Form of Final Subdivision Plat' and WDC 3.107.05 'Final Plat Review of Subdivision.'
4. FEE IN LIEU OF PARK LAND. Prior to plat approval, applicant shall pay to the City a payment in lieu of park land, consistent with the methodology detailed in WDC 2.208.05 (B)(16).
5. NE 6th STREET TURNAROUND. Prior to civil plan set approval for construction of public facilities, applicant shall provide to City of Willamina a copy of a recorded easement for the "Temporary Turn Around Easement" indicated on the plan set. Turnaround shall be constructed to City and Fire Department Standards dimensions and materials. Turnaround easement may be extinguished upon future development of NE 6th Street to the west.
6. PEDESTRIAN PATHWAY CONNECTION. Prior to final plat approval, applicant shall pave a pedestrian pathway connection from the proposed cul-de-sac through Hobbs Park to connect to the existing sidewalk on NE Oaken Hills Drive to provide functional access to the school campus and downtown commercial district.
7. MAINTENANCE OF PEDESTRIAN FACILITIES. It shall be the ongoing obligation of the property owner to maintain all required pedestrian facilities in functional condition, including but not limited to the upkeep of marking paint, provision of corresponding signage, repair of trip hazards, and replacement of damaged facilities. Property owner shall maintain pedestrian facilities free from obstacles, including but not limited to: debris, landscaping materials, snow, ice, storage of materials, vehicles, seating, products, and temporary/portable signage.

8. FIRE DEPARTMENT APPROVAL. Fire Department approval shall be secured prior to civil plan set approval and prior to final plat approval of each phase (if applicable). Fire Department review shall be consistent with the Oregon Fire Code adopted by Yamhill County, and shall address site access, turn-arounds, corner radius, hydrant spacing, fire flow, addressing, etc.
9. IMPROVEMENT PROCEDURES. Applicant shall comply with WDC 2.208.06 Improvement Procedures.
10. ACCESS MANAGEMENT. Driveways shall meet Access Management provisions in the Transportation System Plan and in WDC Section 2.202.11.
 - a. One access point is permitted for each single-family dwelling.
 - b. Residential driveways shall be separated from a street intersection by at least 20 feet.
 - c. Residential driveways shall be separated from adjacent driveways a minimum of 10 feet.
 - d. Where multiple options for access exist, as with a corner parcel, the priority shall be on the lower-classification street.
11. OFF-STREET PARKING. Pursuant to WDC 2.203.9 The provision and maintenance of off-street parking is a continuing obligation of the property owner.
12. CLEAR VISION AREAS. Pursuant to WDC 2.209.8 'Clear Vision,' maintenance of clear vision areas shall be the ongoing obligation of the property owner.
13. FENCES. Compliance with WDC 2.209.09 Fences, Walls, and Hedges shall be the ongoing obligation of the property owner.
14. 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 County Building Inspector.
15. 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 WDC 2.205.02(l).
16. MONUMENTS. Upon completion of street improvements, centerline monuments shall be established and protected in monument boxes at every street intersection and all points of curvature and points of tangency of street center lines.
17. BENCH MARKS. Elevation bench marks shall be set at intervals established by the City Engineer. The bench marks shall consist of a brass cap set in a curb or other immovable structure.

VI. PLANNING COMMISSION OPTIONS

The Planning Commission may take one of the following actions:

- A. Motion to APPROVE Subdivision # SUB 24-01 and concurrent Variance # VAR 24-03, and adopt the findings and recommended conditions of approval included in the staff report to the Planning Commission.
- B. Motion to APPROVE Subdivision # SUB 24-01 and concurrent Variance # VAR 24-03, and adopt the findings and recommended conditions of approval included in the staff report to the Planning Commission, as REVISED by the Planning Commission, stating desired revisions.
- D. Motion to CONTINUE the public hearing on the concurrent files to a time and date certain, and indicate the additional information needed to allow for a future decision; or
- E. Motion to DENY one or both of the application(s), stating the revised findings and conclusions in support of the denial.

RECOMMENDED MOTION:

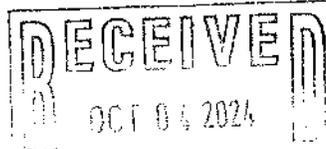
- A. Motion to APPROVE Subdivision # SUB 24-01 and concurrent Variance # VAR 24-03, and adopt the findings and recommended conditions of approval included in the staff report to the Planning Commission.

EXHIBIT A

LAND USE APPLICATION PACKAGE

Subdivision file # SUB 24-01 /
Minor Variance file # VAR 24-03

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: _____

Property Owner: S+C ASSOCIATES

Address: 23251 HUSKINS RD
PHILOMATA OR 97370

Phone: 541-929-4316

Assessor's Map & Tax Lot Polk Yamhill
6-7W-01 Tax Lot(s) 103
Tax Lot(s)

Applicant: SAME

Address: _____

Phone: _____

Zoning R-1

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
- Zone Change
- Other: _____

Authorized Representative (if different from applicant):

Address: _____

Phone: _____

Surveyor or Engineer (if applicable):

K+D ENGINEERING, GRANT BEEM

Address: 276 NW HICKORY ST

ALBANY, OR 97321

Phone: 541-928-2583

Size of the Project (# of units, lots, sq. ft., etc.):
26 LOTS

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).

[Signature] 10/7/24
(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)
SUBDIVIDE TAX LOT 103 INTO
26 LOT PSACMS SUBDIVISION

(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 Subdivision Application Includes:

- Application cover page (submitted to City)
- Explanation of Type II Action (copy for applicant)
- Preliminary Subdivision Plan for the subdivision (submitted to City)
- Submit materials showing compliance with the requirements of Section 3.107.02, A, 2:

2. In addition to the information listed in Subsection 3.106.03 of this ordinance, applicants for subdivisions, and planned unit developments shall submit the following:

- a. The name, address and phone number of the applicant engineer, land surveyor, or person preparing the application;
- b. Name of the PUD or subdivision.
- c. Date the drawing was made.
- d. Vicinity sketch showing location of the proposed land division.
- e. Identification of each lot or parcel and block by number.
- f. Gross acreage of property being subdivided or partitioned.
- g. Direction of drainage and approximate grade of abutting streets.
- h. Streets proposed and their names, approximate grade, and radius of curves.
- i. Any other legal access to the subdivision, PUD or partition other than a public street.
- j. Existing topography with contour lines at two (2) foot intervals if ten percent (10%) slope or less, five (5) foot intervals if exceeding ten percent (10%) slope, and a statement of the source of contour information.
- k. Proposed grading and topographical changes with contour lines at two (2) foot intervals if ten percent (10%) or less slope, five (5) foot intervals if exceeding ten percent (10%) slope.
- l. All areas to be offered for public dedication.

Written explanation of the subdivision request:

SUBDIVIDE 6-7W-01 TAX LOT 103 INTO 26 LOTS
+ ONE TRACT

Written response to criteria (attached)

- Deposit Fee at time of submittal

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.

Subdivision – 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. Zone District resources are referenced on Page 5.

Willamina Development Code, Sections 2.208 and 3.107.01 (see 2.208).

Section 2.208:

- A. Explain how the minimum lot area conforms to the requirements of the zoning district in which the lots are located.

Response: ZONE IS R1. MIN LOT AREA IS 6000 SF
ALL LOTS ARE 6,000 SF OR OVER

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

Response: TYPICAL LOTS SHOWN ARE 60-65' WIDE + 100'-120' DEEP

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

Response: ALL LOTS EXCEPT 12-14 EXCEPT THE MIN 50'
LOTS 12-14 FRONT THE CALDE SAS AND HAVE A
FRONTAGE OF 40' OR MORE

D. If "flag" lots are proposed, explain how the flag lot 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" lots 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: NO THROUGH LOTS

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

Response: SIDE LOT LINE ARE GENERALLY NEAR PERPENDICULAR WIT ROW EXCEPT IS/LS DUE TO TOPOGRAPHY

G. Identify any utility easements provided on lot 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: EASEMENTS ARE SHOWN + ARE 20' OR WIDER

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: BLOCKS WILL LOUGLY MATCH EXISTING PATTERN. A CUL DE SAC IS PROPOSED ON THE EAST END DUE TO LACK OF ABILITY TO CONNECT TO PUBLIC ROAD + TOPOGRAPHY

- I. Explain how the following requirement is met: Blocks shall not exceed 1,000 feet in length between street lines, except blocks adjacent to arterial streets, or unless the previous adjacent development pattern or topographical conditions justify a variation. The recommended minimum distance between intersections on arterial streets is 1,800 feet.

Response: BLOCKS PROPOSED ARE LESS THAN 1000' CULDESAC IS 400'

- J. Explain how the requirements for public sewer facilities are met.

Response: SEWER WILL BE CONNECTED TO EXISTING PUBLIC SEWER IN OAKEN HILLS. LATERALS FROM EACH LOT WILL BE CONNECTED TO THE MAIN

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

Response: WATER MAIN EXISTS IN THE PROPOSED ROAD ALIGNMENT. HYDRANTS AS WELL AS SERVICES WILL BE ADDED TO THE EXISTING MAIN WITH LATERALS

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

Response: PUBLIC STORM DRAIN IS PROPOSED THAT WILL COLLECT STORM WATER FROM STREETS + LOTS UNDERGROUND DETENTION PIPES ARE ALLOWED TO CONTROL THE FLOW FROM A 25 YR EVENT TO THE PRE-DEVELOPED 5 YR RATE

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

Response: PROPOSED PAVED STREETS INCLUDE PCC CURB + GUTTER AND 5' WIDE SIDEWALKS TO BE BUILT WITH HOUSING CONSTRUCTION. STREET R-O-W WILL BE DEDICATED TO THE CITY WITH FINAL PLAT

- N. Explain how the requirements for public street improvements for street lights and street signs are met.

Response: STREET SIGNS WILL BE INSTALLED AT THE PROPOSED INTERSECTION

O. Explain how the requirement for public park dedication or fee in lieu of is met.

Response: THE DEVELOPER IS PROPOSING TO PAY THE IN LIEU OF FEE AS REQUESTED BY THE CITY

P. Explain how the proposed subdivision is laid out to provide safe, convenient, and direct vehicle, bicycle and pedestrian access to nearby residential areas, transit neighborhood activity centers such as schools and parks, commercial areas, and industrial areas; and to provide safe, convenient and direct traffic circulation. At a minimum, "nearby" is interpreted to mean uses within one quarter (1/4) mile which can be reasonably expected to be used by pedestrians, and uses within 1 mile of the subdivision boundary which can reasonably expected to be used by bicyclists.

Response: F STREET CONNECTS TO THE EXISTING SUBDIVISION AND ROAD NETWORK. ADDITIONALLY A PATH IS PROPOSED TO CONNECT TO THE TAX LOT 100 OWNED BY CITY FOR A FUTURE PARK, WHICH WOULD CONNECT TO OAKEN HILLS

Q. Explain how the pedestrian/bicycle and accessway connections with adjoining arterial and collector streets are provided when any portion of the site's arterial or collector street frontage is over 600 feet from either a subdivision access street or other pedestrian/bicycle accessway. When natural features (e.g., adverse topography, streams, wetlands) exist, explain how they affect the provisions of pedestrian/bicycle and accessways and if they are proposed to be limited. If buildings or other existing developments on adjacent lands may physically preclude a connection now or in the future considering the potential for redevelopment, explain what the application proposes as a solution.

Response: THERE ARE NO COLLECTOR OR ARTERIAL STREETS, BUT A PATH IS PROPOSED WHICH COULD CONNECT TO OAKEN HILLS IN THE FUTURE

R. Explain how the park and recreation requirements of Section 2.208.05, B, 16 are met.

Response: AN IN LIEU OF FEE BASED ON APPRAISAL WILL BE PAID TO THE CITY

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

The property is zoned (check the appropriate box—continued on Page 6):

- 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.

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: _____

Property Owner: S+C ASSOCIATES

Address: 23251 HUSKINS RD

PHILOMATA OR 97370

Phone: 541-929-4316

Assessor's Map & Tax Lot Polk Yamhill
6-7W-01 Tax Lot(s) 103
Tax Lot(s)

Applicant: SAME

Address: _____

Phone: _____

Zoning R-1

Authorized Representative (if different from applicant):

Address: _____

Phone: _____

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 - Rec 11/18/2024
 - Major
- Zone Change
- Other: _____

Surveyor or Engineer (if applicable):

K+D ENGINEERING, GRANT BEEM

Address: 276 NW HICKORY ST

ALBANY, OR 97321

Phone: 541-928-2583

Size of the Project (# of units, lots, sq. ft., etc.):
26 LOTS

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).

[Signature] 10/4/24
(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)

SUBDIVIDE TAX LOT 103 INTO
26 LOT PSALMS SUBDIVISION

(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 _____

RECEIVED

NOV 18 2024

A Minor Variance Application Includes:

- Application cover page (submitted to City)
- Explanation of Type I-A Action (copy for applicant)
- Site plan or drawings, as applicable (submitted to City)
- Written explanation of minor variance request:
2.101.5 E. Density. When R-1 land is subdivided, the minimum density shall be four (4) dwelling units per gross acre and the maximum density shall be six (6) units per acre.
The proposed Psalms Subdivision is 26 lots. The gross area of the property is 6.81 acres. This would require 27.24 lots to meet the minimum density. The site contains steep slopes and a drainage along the east. The applicant is requesting a minor variance to the density standard to allow a density of 3.82 units/acre due to the difficulty of developing the eastern portion of the site.
- Written response to criteria (attached)
- Deposit Fee:
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 minor variance is defined as a request to change a quantifiable standard by 10 percent or less (City of Willamina Development Code, Section 1.200.02).

Minor Variance – Written Response to Criteria

Criteria the City Recorder (after consultation with the city engineer, land use planner, or designee) 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 3.104.03

- A. The intent and purpose behind the specific provision sought to be varied are either clearly inapplicable under the circumstances of the particularly proposed development; or,

Response: The proposed layout has a Cul de Sac proposed on the east end due to the steep topography and drainage and lack of public road access. Due to the topography, utilities proposed and existing and the shape of lots around the cul de sac, the land on the east portion of the site is not divisible into lot sizes that would provide the density.

- B. The particular development as proposed otherwise clearly satisfies the intent and purpose for the provision sought to be varied; and

Response: Proposed lot 12 contains 57,234 sf, of which approx 30,000 sf (0.69 acre) is in the steeper slopes and drainage. If this area is excluded from the gross area the lot density would be 4.25 units/acre.

- C. The proposed development will not unreasonably impact adjacent existing or planned uses and development; and

Response: Adjoining properties are either developed or are provided access to further develop.

- D. The minor variance does not expand or reduce a quantifiable standard by more than 10 percent and is the minimum necessary to achieve the purpose of the minor variance; and

Response: The proposed density is 3.82 lots/gross acre. This is 95% of the required density of 4 lots/gross acre.

- E. There has not been a previous land use action approved on the basis that a minor variance would not be allowed.

Response: There has not been a previous land use action that placed restrictions on future minor variance.

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

XBP Confirmation Number: 215368640

**Receipt for Payment to:
City of Willamina**

Date/Time: 11/18/2024 3:32:20 PM
Transaction #: 230560556
Payment Method: Visa
Transaction Status: Successful

Items

PLANNING 340.00

**Notes: SUB 24-01 PSALM
SUBDIVISION**

Total: 340.00

Steve Bush 97370

**Payment Service Provided By
www.xpressbillpay.com**

SUBJECT PARCEL
TAX LOT 103, MAP 65-7W-01

ORIGINAL AREA 6.81 AC

CURRENT USE:
TAX LOT 103: VACANT

TOTAL PROJECT AREA (GROSS):
TL 103 = 6.81 ACRES

SITE ZONING:
R-1 - SINGLE-FAMILY RESIDENTIAL

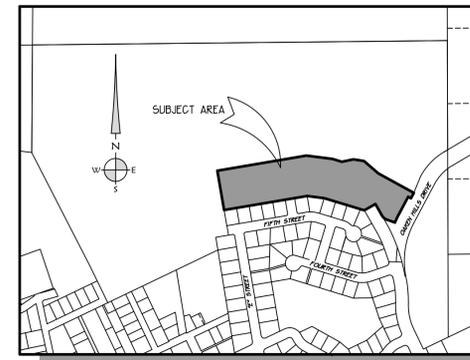
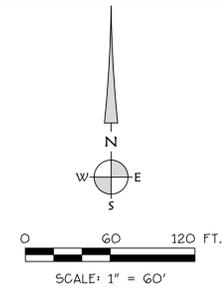
TOTAL NUMBER OF LOTS:
2 PHASES
26 LOTS + 1 TRACTS WILL BE CREATED.
TOTAL AREA IS 196,422 SF WITH AN
AVERAGE LOT SIZE OF 7,555 SF.
MIN LOT SIZE: 6,000 SF

HORIZONTAL DATUM:
THE HORIZONTAL DATUM IS A LOCAL DATUM.
VERTICAL DATUM NOTE:
THE VERTICAL DATUM IS "NAVD 88"

ENGINEER:
K+D ENGINEERING INC.
276 HICKORY ST. NW
ALBANY, OR 97321
541-928-2583

APPLICANT:
S + C ASSOCIATES
23251 HOSKINS RD
PHILOMATH, OR. 97370

OWNER:
S + C ASSOCIATES
23251 HOSKINS RD
PHILOMATH, OR. 97370



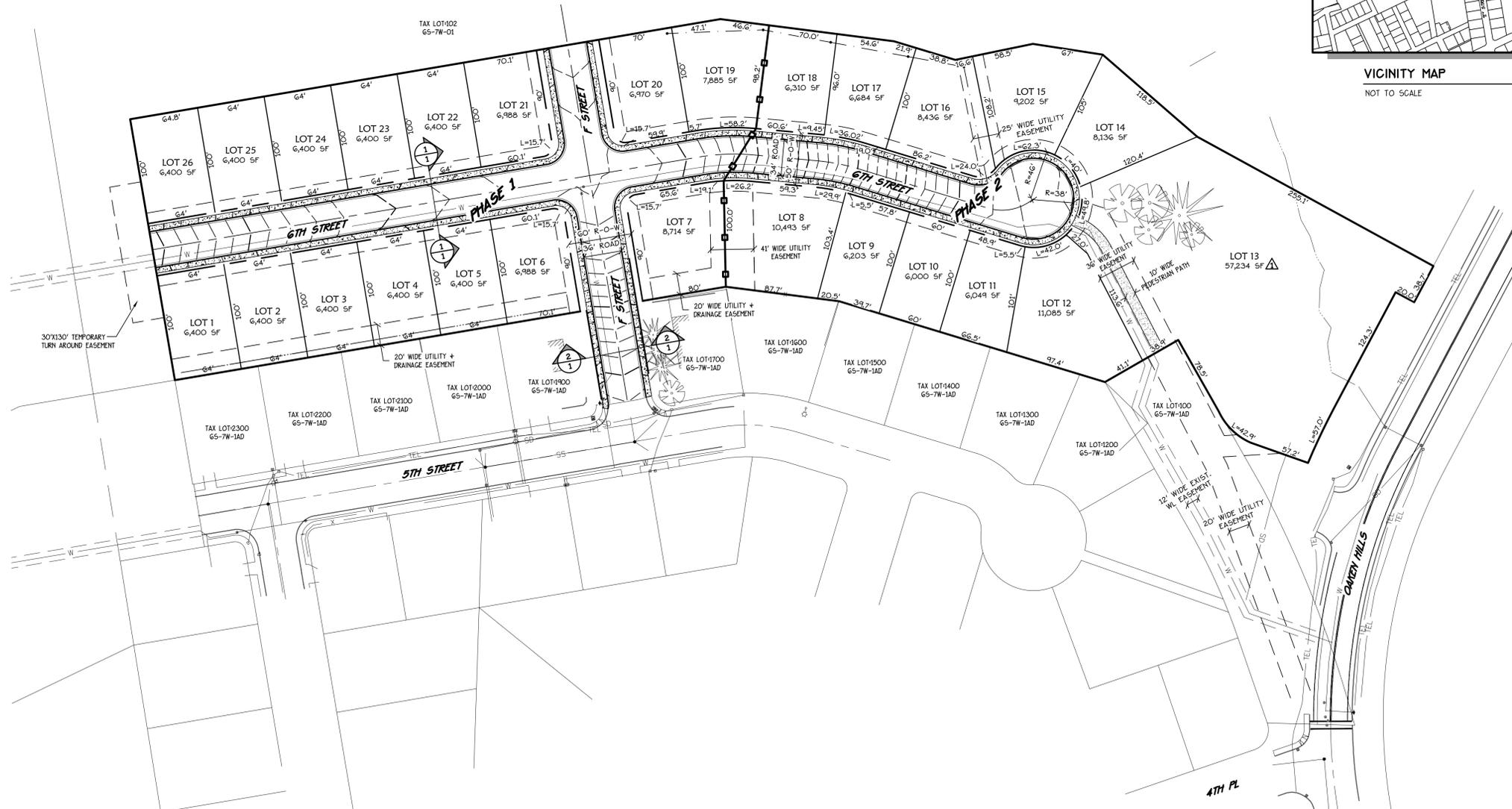
VICINITY MAP
NOT TO SCALE

PRELIMINARY SUBDIVISION PLAT

FOR
S + C ASSOCIATES
OF

PSALMS SUBDIVISION
26 LOT SUBDIVISION

LOCATED IN
TAX LOT 100
NE 1/4 SEC. 1, T. 6 S., R. 7 W., W.M.
CITY OF WILLAMINA, YAMHILL COUNTY, OREGON
NOVEMBER 7, 2024

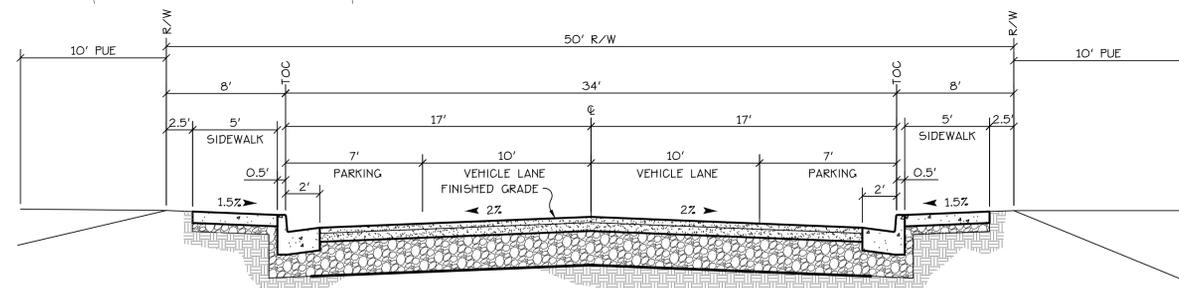


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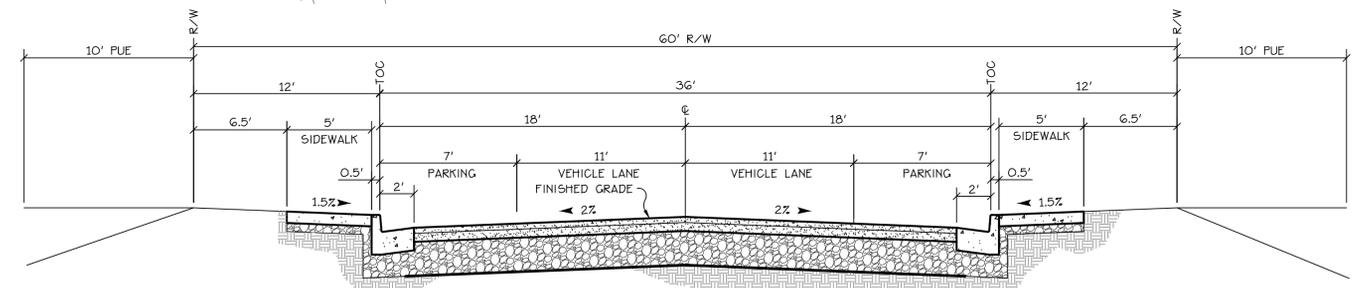
- FOUND MONUMENT
- CALCULATED POINT FROM RECORD DATA
- EXISTING MANHOLE
- EXISTING CLEAN OUT
- EXISTING SIGN
- EXISTING ELECTRICAL BOX
- EXISTING GAS METER
- EXISTING UTILITY POLE
- EXISTING WATER METER
- EXISTING FIRE HYDRANT
- EXISTING VALVE
- EXISTING PHONE PEDESTAL
- EXISTING CATCH BASIN
- EXISTING DECIDUOUS TREE
- EXISTING CONIFER TREE
- EXISTING TREE TO BE REMOVED
- ① TREE REFERENCE SPECIES + SIZE AS NOTED IN "TREE TABLE"
- W— EXISTING WATER LINE
- SD— EXISTING STORM DRAIN LINE
- SS— EXISTING SANITARY SEWER LINE
- EP— EXISTING EDGE OF PAVEMENT
- TEL— EXISTING TELEPHONE LINE
- GAS— EXISTING NATURAL GAS LINE
- OHP— EXISTING OVERHEAD POWER LINE
- X— EXISTING FENCE LINE
- AC ASPHALT
- CONC. CONCRETE
- C.R. COUNTY ROAD
- FG FINISH GRADE
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- R.D. RAIN DRAIN
- CO CLEAN-OUT
- CB CATCH BASIN
- CI CURB INLET
- TCB TOP OF CURB
- EXISTING GROUND CONTOUR
- PROPOSED CURB INLET
- PROPOSED BEEHIVE CATCH BASIN
- PROPOSED FIRE HYDRANT
- PROPOSED BLOW OFF ASSEMBLY
- PROPOSED STREET LIGHT
- SS SD PROPOSED MANHOLE, S.S. / S.D.
- 8"W PROPOSED WATER MAIN
- 8"SS PROPOSED SANITARY SEWER
- SD PROPOSED STORM DRAIN, MIN. SLOPE 0.20Z
- >— DIRECTION OF FLOW, STREET SURFACE
- PROPOSED STREET TREE
- ① SECTION DETAIL REFERENCE

DRAWING INDEX

SHEET TITLE	SHEET NO.:
COVER SHEET + LOT LAYOUT	1 OF 5
GRADING PHASE 1	2 OF 5
GRADING PHASE 2	3 OF 5
UTILITIES PHASE 1	4 OF 5
UTILITIES PHASE 2	5 OF 5



① 50' R-O-W - 34' TYP. STREET SECTION
6TH STREET NOT TO SCALE



② 60' R-O-W - 36' TYP. STREET SECTION
F STREET NOT TO SCALE

Date: 11/7/2024
Time: 16:10
File: d:\dwg\2024\21-207\TSP\21-207-top-cover.dwg (lbcab)

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DATE	REVISIONS	BY
11-7-2024	TRACT "A" REMOVED	JLD



K & D ENGINEERING, INC.
276 N.W. HICKORY STREET
P.O. BOX 725
ALBANY, OREGON 97321
(541) 928-2583

PSALMS SUBDIVISION
CITY OF WILLAMINA, YAMHILL COUNTY, OREGON

PRELIMINARY SUBDIVISION PLAT

HORZ. SCALE: 1"=60'
VERT. SCALE:
SIGN DATE:
DSGN BY: GMB
DRWN BY: JLD
CHK BY: GMB
PROJECT No.: 21-207

SUBJECT PARCEL
TAX LOT 103, MAP 65-7W-01

ORIGINAL AREA 6.81 AC

CURRENT USE:
TAX LOT 103: VACANT

TOTAL PROJECT AREA (GROSS):
TL 103 = 6.81 ACRES

SITE ZONING:
R-1 - SINGLE-FAMILY RESIDENTIAL

TOTAL NUMBER OF LOTS:
2 PHASES
26 LOTS + 1 TRACTS WILL BE CREATED.
TOTAL AREA IS 196,422 SF WITH AN
AVERAGE LOT SIZE OF 7,555 SF.

MIN LOT SIZE: 6,000 SF

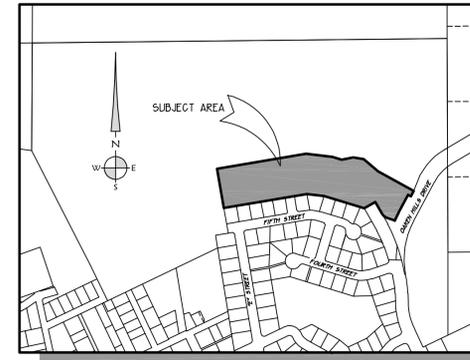
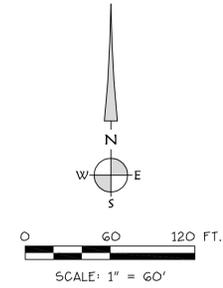
HORIZONTAL DATUM:
THE HORIZONTAL DATUM IS A LOCAL DATUM.

VERTICAL DATUM NOTE:
THE VERTICAL DATUM IS "NAVD 88"

ENGINEER:
K&D ENGINEERING INC.
276 HICKORY ST. NW
ALBANY, OR 97321
541-928-2583

APPLICANT:
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23251 HOSKINS RD
PHILOMATH, OR. 97370

OWNER:
S + C ASSOCIATES
23251 HOSKINS RD
PHILOMATH, OR. 97370



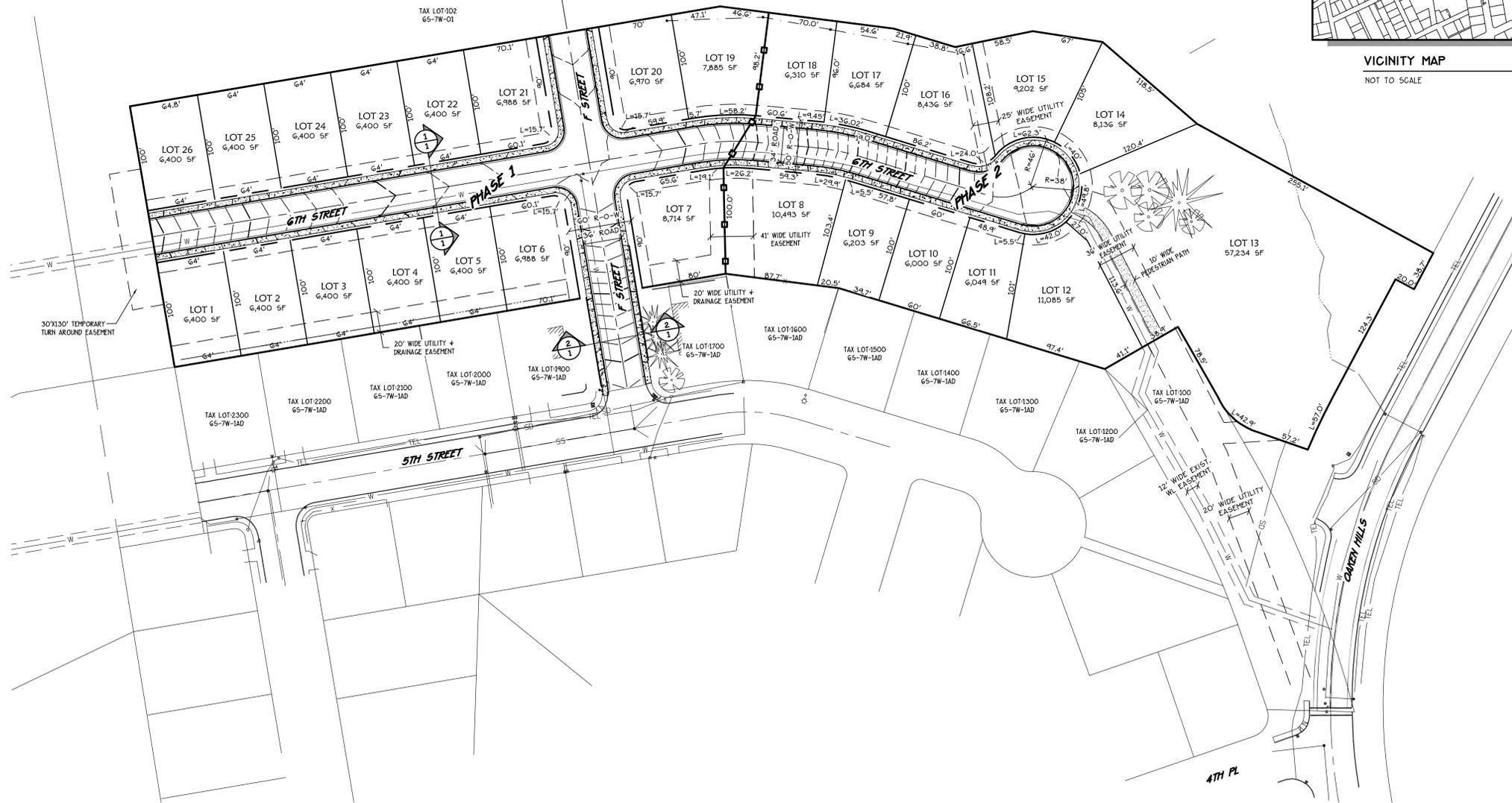
VICINITY MAP
NOT TO SCALE

PRELIMINARY SUBDIVISION PLAT

FOR
S + C ASSOCIATES
OF

PSALMS SUBDIVISION
26 LOT SUBDIVISION

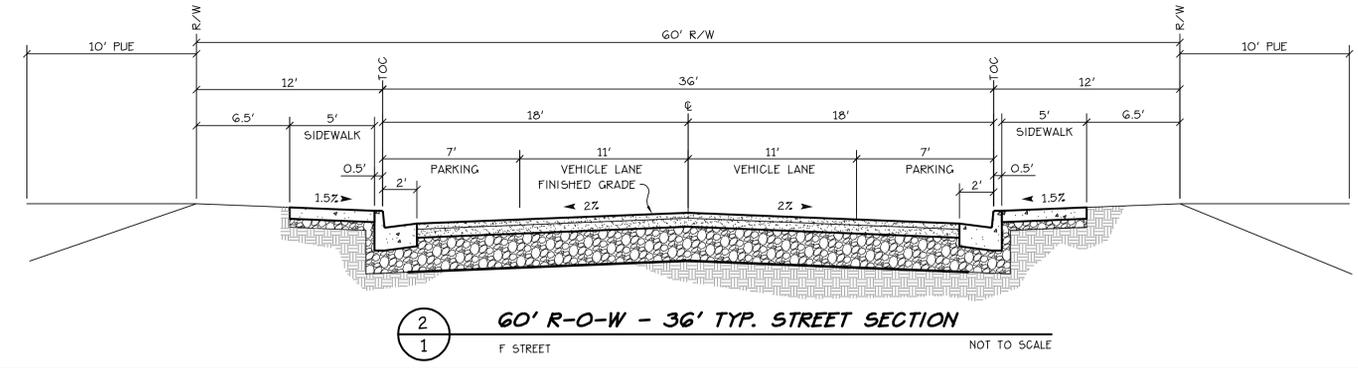
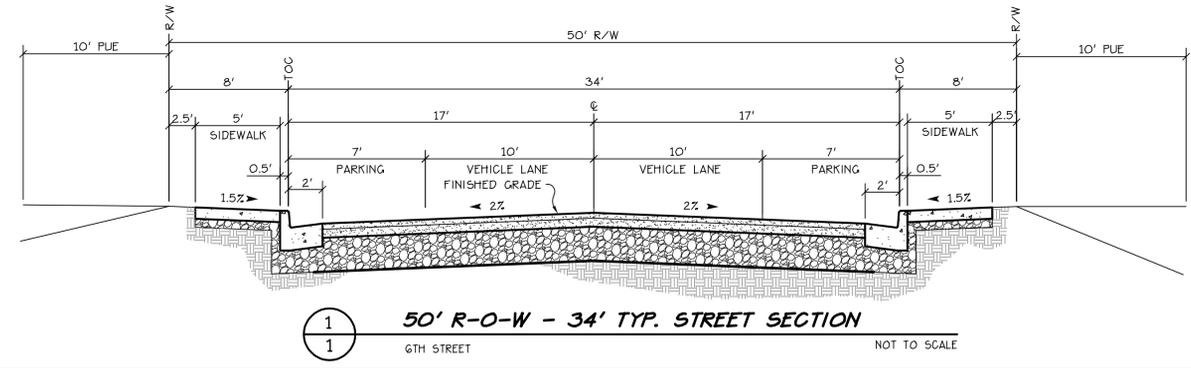
LOCATED IN
TAX LOT 100
NE 1/4 SEC. 1, T. 6 S., R. 7 W., W.M.
CITY OF WILLAMINA, YAMHILL COUNTY, OREGON
NOVEMBER 7, 2024



- LEGEND:**
- FOUND MONUMENT
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 - EXISTING CLEAN OUT
 - EXISTING SIGN
 - EXISTING ELECTRICAL BOX
 - EXISTING GAS METER
 - EXISTING UTILITY POLE
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GRADING PHASE 1	2 OF 5
GRADING PHASE 2	3 OF 5
UTILITIES PHASE 1	4 OF 5
UTILITIES PHASE 2	5 OF 5



Date: 11/7/2024
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DATE	REVISIONS	BY



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(541) 928-2583

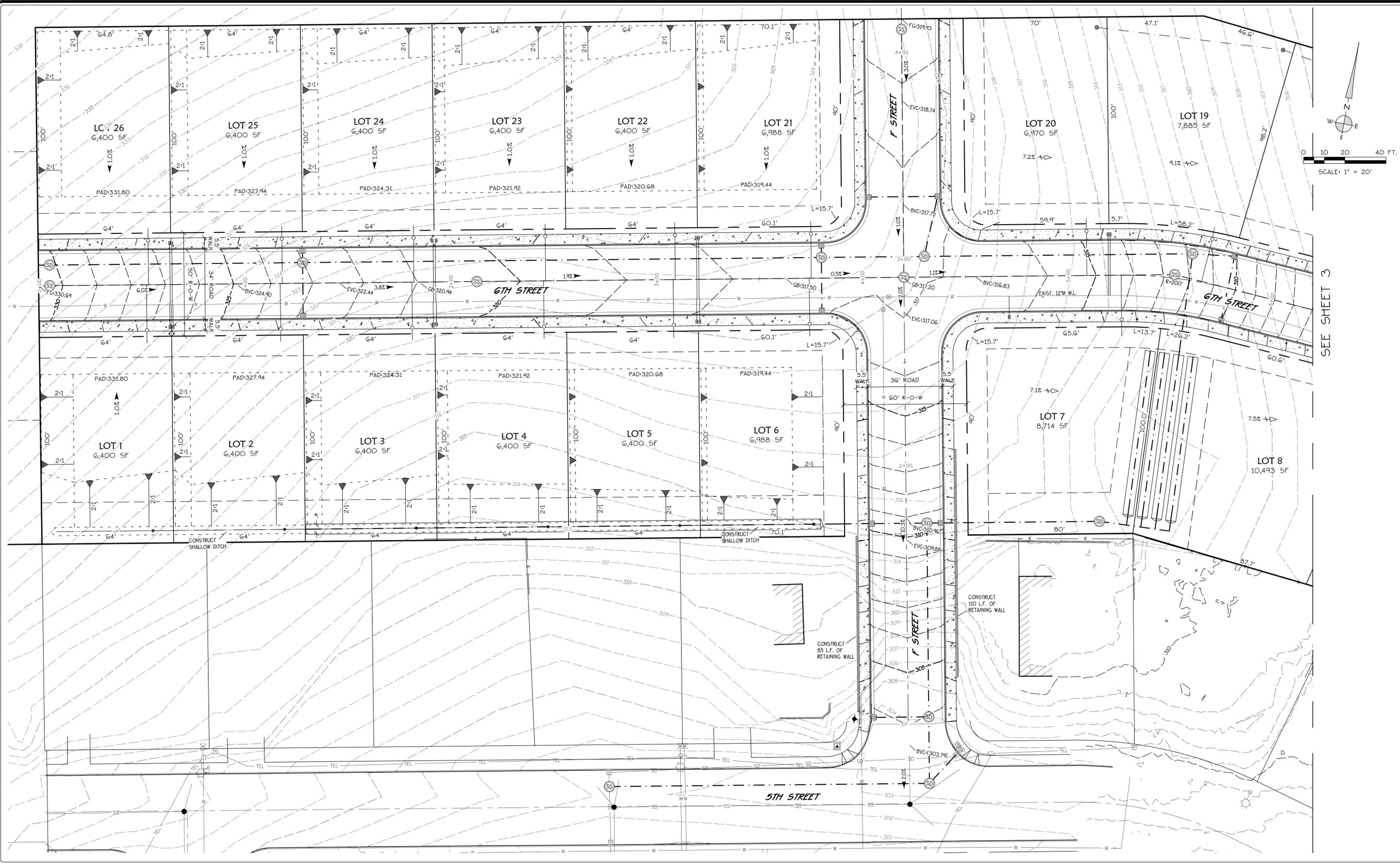
PSALMS SUBDIVISION

CITY OF WILLAMINA, YAMHILL COUNTY, OREGON

PRELIMINARY SUBDIVISION PLAT

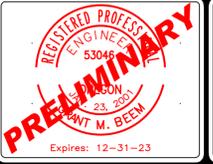
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DSGN BY: GMB
DRWN BY: JLD
CHK BY: GMB
PROJECT No.: 21-207

Date: 11/17/2024
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SEE SHEET 3

DATE	REVISIONS	BY
11-7-2024	TRACT "A" REMOVED	JLD



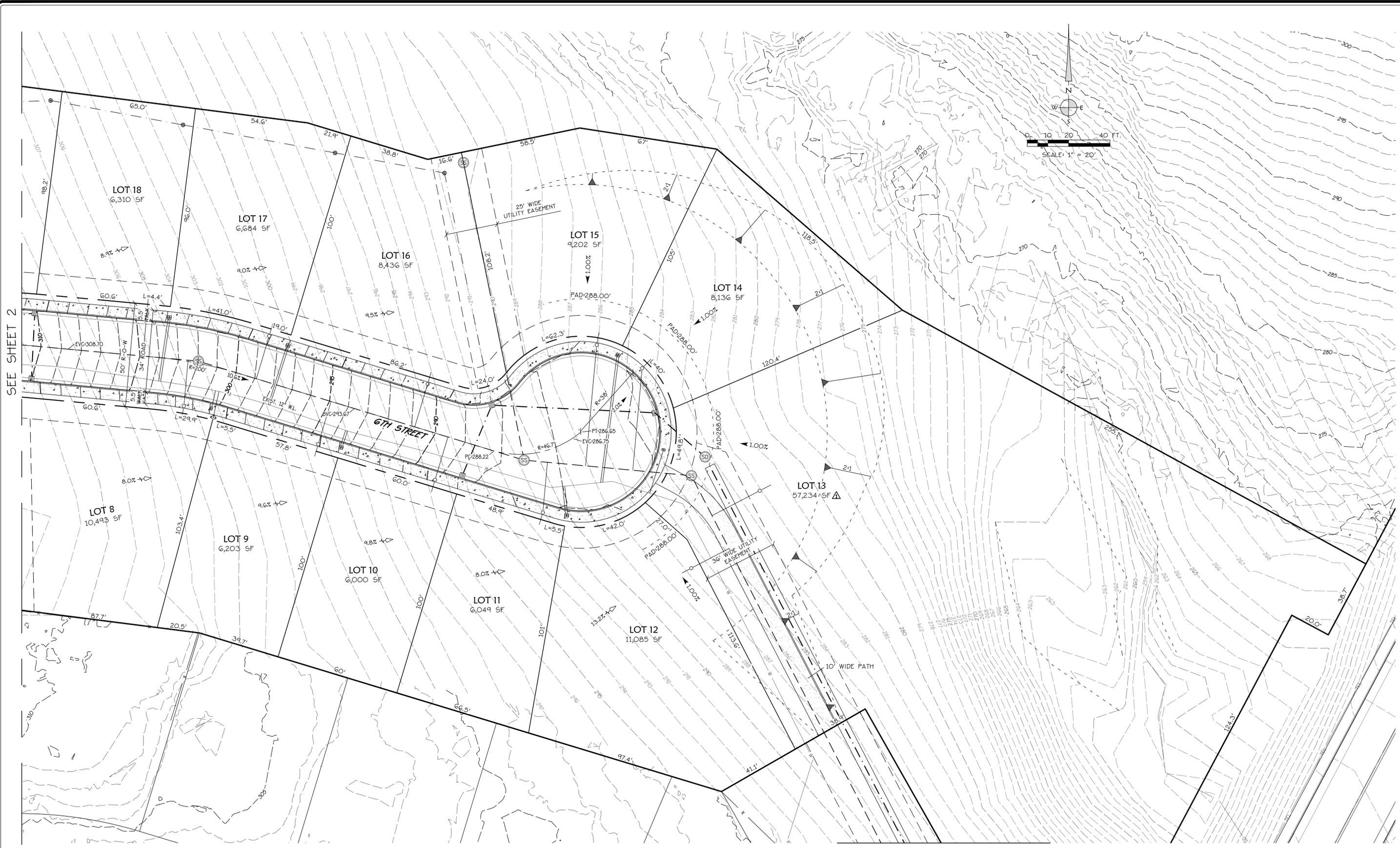
K & D ENGINEERING, INC.
 276 N.W. HICKORY STREET
 P.O. BOX 725
 ALBANY, OREGON 97321
 (541) 928-2583

PSALMS SUBDIVISION
 CITY OF WILLAMINA, YAMHILL COUNTY, OREGON

GRADING PHASE 1

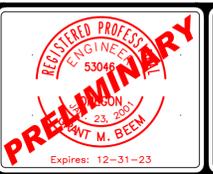
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DRWN BY: JLD
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PROJECT No.: 21-201

Date: 11/7/2024
 Scale: 1"=20'
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SEE SHEET 2

DATE	REVISIONS	BY
11-7-2024	TRACT "A" REMOVED	JLD



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 ALBANY, OREGON 97321
 (541) 928-2583

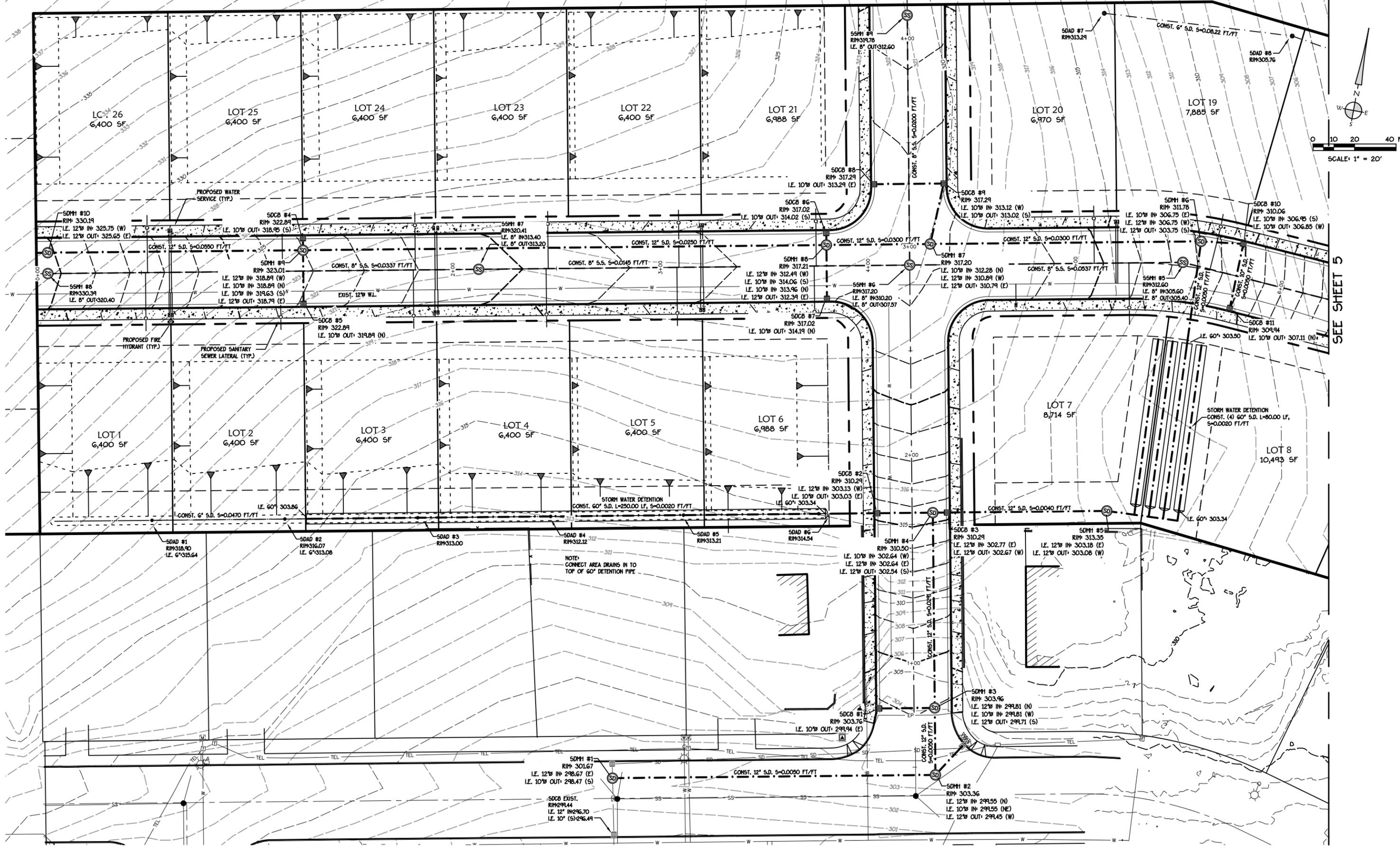
PSALMS SUBDIVISION

CITY OF WILLAMINA, YAMHILL COUNTY, OREGON

GRADING PHASE 2

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VERT. SCALE:
SIGN DATE:
DSGN BY: GMB
DRWN BY: JLD
CHKD BY: GMB
PROJECT No.: 21-201

SHEET No. **3** OF **5**



SEE SHEET 5

Date: 11/7/2024
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NO.	DATE	REVISIONS	BY
1	11-7-2024	TRACT "A" REMOVED	JLD



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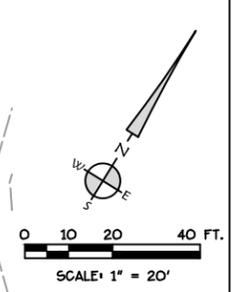
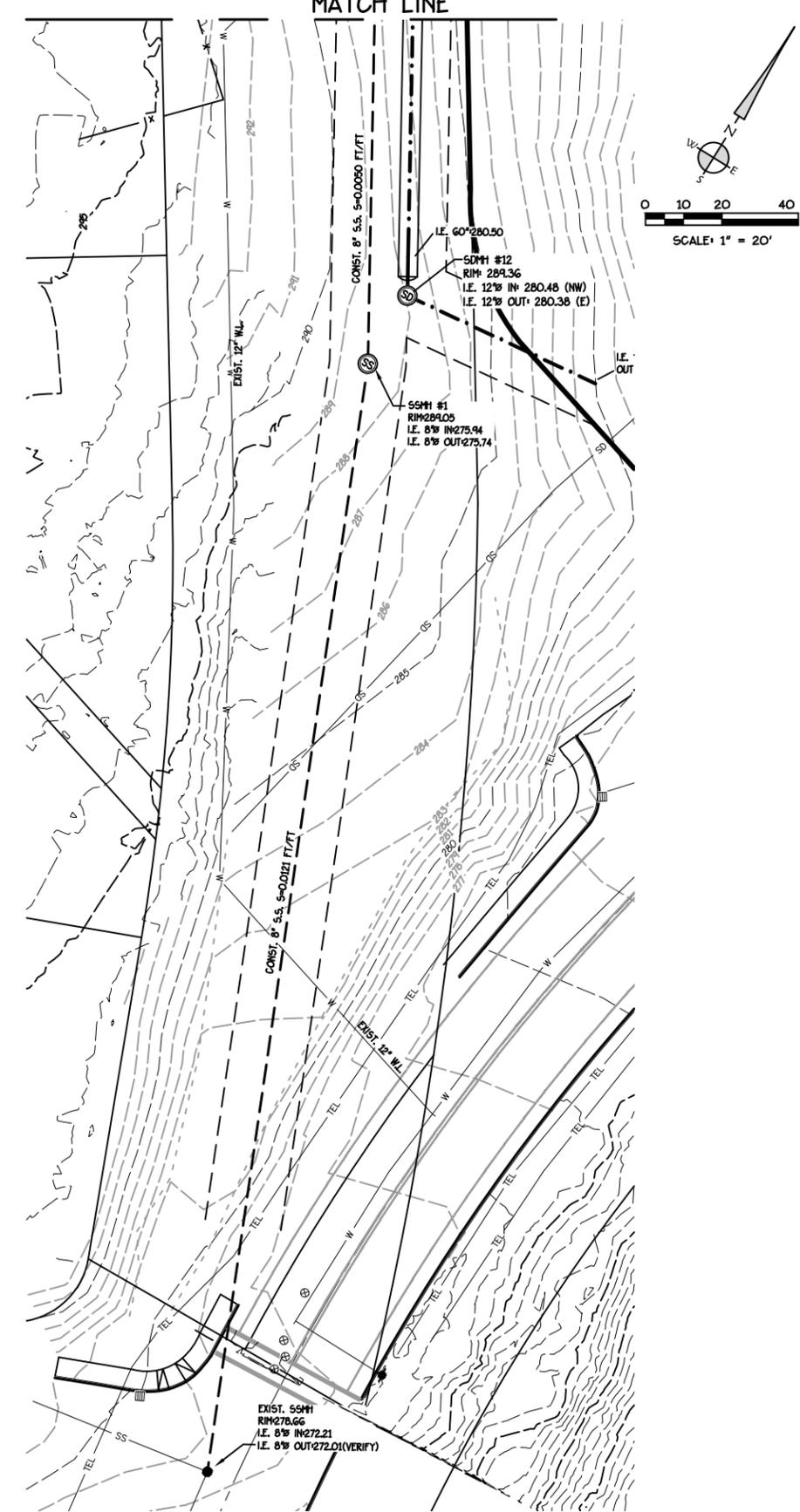
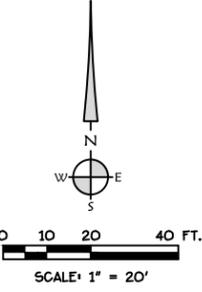
PSALMS SUBDIVISION
 CITY OF WILLAMINA, YAMHILL COUNTY, OREGON

UTILITIES PHASE 1
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 SIGN DATE:
 DSGN BY: GMB
 DRWN BY: JLD
 CHK BY: GMB
 PROJECT No.: 21-201

SHEET No. **4** OF **5**

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PSALMS SUBDIVISION
 CITY OF WILLAMINA, YAMHILL COUNTY, OREGON

UTILITIES PHASE 2

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