



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

Tuesday December 3, 2024, 6:00 p.m.  
West Valley Fire Station  
825 NE Main Street  
Willamina, OR 97396

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

**I. CALL TO ORDER**

**II. ROLL CALL**

**III. FLAG SALUTE**

**IV. AGENDA ADDITIONS, DELETIONS, AND CORRECTIONS**

**V. CONSENT AGENDA**

- a. Minutes from the May 28, 2024, Planning Commission Meeting and Public Hearing.

**VI. PUBLIC HEARING**

- a. ANX 24-01 is a proposal to annex a portion of SW Bales Avenue right-of-way. Review of past records show the subject area conveyed to the City of Willamina for public right-of-way in year 1997 but also to be located outside city limits at the time, in unincorporated Polk County. Subsequently, in year 2017, Willamina City Council approved annexation of a 17-acre property to the west of SW Bales Avenue. The legal description for annexed area of 2017 excluded this portion of SW Bales Avenue right-of-way. Reasons for this exclusion are unknown.

This proposal is solely for the purpose of annexation. There is no concurrent proposal to change the existing city Comprehensive Plan map designation or city zoning as applied to this area. There is no concurrent

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proposal to introduce street improvements (e.g., street, sidewalks, etc.). Also, there is no concurrent proposal to develop property in the vicinity.

## **VII. REGULAR AGENDA**

- a. Planning Commissioner Jennifer Eckels resignation.
- b. Declaration of Planning Commission vacancies
- c. Approval of renewal applicants

## **VIII. PUBLIC INPUT – BUSINESS FOR THE AUDIENCE**

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

## **IX. ADJOURN**

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

### **Join The Webinar:**

<https://us02web.zoom.us/j/88005331276?pwd=4F7Ybw4z4cb0tU5IPQD2AcnvBJtVYy.1>

Webinar ID: 880 0533 1276  
Passcode: 525697

Next Planning Commission Meeting January 7, 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](mailto:stevensk@ci.willamina.or.us) or call 503-876-2242.*



**City of Willamina  
Planning Commission  
Meeting Minutes  
Tuesday May 28, 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 Shana Reid

Commissioner Ila Schunter

Commissioner Eric Wagner

Commissioner Ginny Wymore

Commissioner Jace Maroney, sworn in and joined meeting at 6:15 p.m.

City Planner Holly Byram Mid-Willamette Valley Council of Governments (MWVCOG)

City Manager Bridget Meneley

Deputy City Recorder Krystal Stevens

**Absent From Meeting:**

None

**Guests Not Limited To:**

Applicant Brian O'Neil

Commission Chair Richman called the meeting of the Willamina Planning Commission to order at 6:06 p.m.

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

Flag salute

**AGENDA ADDITIONS, DELETIONS, AND CORRECTIONS-**

Deputy City Recorder Stevens added two documents to the agenda.

1. Planning Commissioner Roles and Responsibilities
2. City of Willamina Planning Commission Meeting Process

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Deputy City Recorder Stevens read aloud an email that City Manager Meneley sent to the Planning Commission regarding the Planning Commissioner Roles and Responsibilities. Discussion was added as an agenda item regarding rescheduling regular monthly meetings due to delays in completing agenda packets.

## **CONSENT AGENDA**

Commission Chair Richman called for a motion to approve the Meeting Minutes from the April 23, 2024 Planning Commission Meeting and Public Hearing.

**MOTION:** Commissioner Eckels motioned to approve the Meeting Minutes from the April 23, 2024 Planning Commission Meeting and Public Hearing. Commissioner Wymore seconded the motion. Motion carried with a unanimous vote.

## **REGULAR AGENDA**

### **a. Appointment of new Planning Commissioner Jace Maroney.**

Deputy City Recorder Stevens read aloud from the staff report.

**MOTION:** Commissioner Eckels motioned that the Planning Commission continue with the appointment process by the swearing in of Jace Maroney which will be done through an Oath of Office. Commissioner Wagner seconded the motion. Motion carried with a unanimous vote.

Jace Maroney stood with Commission Chair Richman in front of the United States flag and read aloud the City of Willamina Planning Commission Oath of Office and signed it.

Commissioner Chair Richman closed the regular meeting at 6:20 p.m.

## **PUBLIC HEARING**

Commission Chair Richman opened the Public Hearing at 6:20 p.m.

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

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

City Planner Byram explained the staff report-

Reviewing two land use applications that were submitted concurrently. One is a site plan review and the other is a conditional use permit. It was noted that a site plan review would not require a public hearing but the conditional use permit does require a public hearing.

The building is an existing building on commercial property on NW Main ST in Willamina. The original application was submitted in October of 2023 but was deemed incomplete and the applicant resubmitted a very thorough completed application the second time.

A site survey was necessary to understand where the building stood on the property. She thanked the applicant for providing all the additional information.

The property is made up of three parcels. Two of the properties are zoned commercial and one is zoned R3 medium density residential. The property zoned R3 is not being reviewed for development, but simply to provide access to the back commercial parcel which would otherwise be landlocked.

The applicant is proposing to start a new automotive service business in the existing shop building. In the C1 commercial zone, this business is only allowed with a conditional use permit.

There is an existing driveway from the street on the commercial property serving the building, and an additional driveway to the west accessing the large gravel property. There is a sidewalk and curb in front of the building, but it needs repairs.

City Planner Byram discussed the site plan. The property will have access off NE Main Street into a paved parking lot with five parking spots, one of which is ADA accessible. The building will serve as an auto shop with an office, waiting room, and restroom inside the building. At the rear of the building is a gravel lot that will be used as an overflow storage area for vehicles if needed. The large gravel lot on the west side will remain undeveloped and will be used for access to the rear parcel.

City Planner Byram discussed the criteria outlined in the city development code.

#### Section 3.105 Site Plan Review-

1. Permitted use- an auto business is only allowed in the district with a conditional use permit.
2. It conforms with the General Development Standards
  - a. Streets- the access is onto NW Main Street which is a public street and confirmed by ODOT to not be in their jurisdiction, it is city jurisdiction. The city's 2022 TSP lists Main Street as a minor arterial and the existing width of the street is currently 60 feet right of way which meets the standards for minor arterial. No additional right of way dedication is required.

The sidewalks, curbs, gutters, and driveways are already in existence. Their condition will need to be reviewed by the city engineers to determine if any of them need replacement along the commercial frontage.

- b. Off-street parking- for an auto repair shop, one parking space is required for every 900 square feet of floor area. Four parking spaces would be required, including one ADA parking spot. The applicant is proposing more than is required.

All driveways, parking, loading, and vehicle storage areas are required to be paved. The applicant is required to pave more of the parking lot than is currently proposed on the site plan. This is included in the conditions of approval.

Bicycle parking for two spaces, or one double sided rack are also required. The applicant is proposing to do so.

If the gravel lot behind the building is going to be used to store vehicles it will also need to be paved. The applicant can expand on how they plan to use the rear gravel lot.

- c. Public facilities- the street is already developed. Water, sewer, and power utilities to the building already exist. The applicant is not being required to upsize any of those. The applicant will need to work with the city engineers to make sure that they meet the city standards for stormwater. The applicant is being required to include a landscaping buffer along the front of the parking lot, and that buffer would catch stormwater there.
- d. Signs- no new signs are proposed.
- e. Site landscaping- commercial properties are required to provide ten percent of the gross site area. The landscaping strips around the parking lot are required to be a three-foot minimum as a condition of approval.
- f. Public health factors- referring to utility connections.
- g. Traffic safety and internal site circulation- the back commercial lot is landlocked with no access onto main street. The two following two options the applicant has chosen the first:
  - i. R3 gives access via a recorder easement. This will ensure that property has access in the future, if property is sold separately.
  - ii. The applicant could combine the R3 property with the commercial property.

- h. Screening and buffering- screening is required between the parking and loading area of the business and the nearby houses. based upon the condition of approval, the applicant could place slats in the chain link fence.
- i. Existing natural features- none on site.
- j. Development within potential hazard area- no potential hazards have been found.
- k. Connectivity- applicant needs to make sure the public sidewalks on the frontage are in decent condition so they are not posing a hazard to pedestrians.

Section 3.103 Conditional Use Permit- the intention is to make sure businesses are good neighbors and allow other businesses in the area to voice their concerns. The city did not receive any comments.

- 1. This use is listed in the C1 zone.
- 2. The site is suitable for the proposed use, with the site plan review complete.
- 3. The existing services are already connected to the site and are sufficient. Public works, city engineers, fire department, and ODOT had no concerns about the existing facilities.
- 4. The proposed use will improve the character of the surrounding area and conditions existing onsite by paving the parking lot and installing landscaping.
- 5. This use satisfies the goals and policies of the Comprehensive Plan because it contributes to the diverse local economy and service businesses that serve the community.
- 6. This use would not be detrimental to the public health or safety if the condition of the frontage sidewalks is sufficient.

The staff recommends that the Planning Commission approve both concurrent applications and adopt the findings and recommended conditions of approval.

It was noted that due to the late nature of receiving the staff report and materials, if any party would like to request more time for review, the Planning Commission is obligated to grant a continuation of the first hearing.

#### Recommended Conditions of Approval-

- 1. CONDITIONAL USE- must be approved.
- 2. SITE PLAN IMPROVEMENTS- must be approved.
- 3. REVISED SITE PLAN- must be submitted to the city demonstrating that all the conditions have been met.
- 4. CITY ENGINEER COMMENTS.

5. FRONTAGE SIDEWALK & DRIVEWAY REPAIR- city engineers will inspect the condition of the existing sidewalks and driveway curb cuts and if any sections need replaced, they will work with the applicant to do that.
6. PARKING LOT PAVING- all the driveways and parking lots need to be paved.
7. WESTERN DRIVEWAY APRON- the access easement to be placed on the neighboring R3-zoned property is to have a 20-foot length driveway apron to reduce gravel entering the right-of-way.
8. ACCESS EASEMENT- regarding the access easement to the back lot.
9. LANDSCAPING- required 10% landscaping for the commercial sites.
10. STORMWATER- city engineers will confirm that run off water from impervious surfaces is being routed to landscaped areas.
11. SCREENING- could be met with the site obscuring fence in the back lot.
12. BICYCLE PARKING- this requirement has been met.
13. OCCUPANCY- Applicant will need to confirm with the building dept that it has received the correct occupancy for the proposed business.
14. CAR WASH- no vehicle wash proposed at this site.
15. R3 PROPERTY- no development proposed, and outdoor storage and display of vehicles is not permitted in this zone and is not proposed or approved in this application.
16. SIGNAGE- no new signage proposed, applicant will use existing sign locations.
17. VISION CLEARANCE- ensures that driveways provide good visibility for cars entering and exiting the site.
18. CONDITIONAL USE PERMIT- applies only to this property and only to this business.
19. LAND USE APPROVAL TIMELINE- site plan reviews are typically good for a one-year period, with extensions if needed.

Staff recommends approval-option A of the provided motions.

City Engineer comments are attached to the staff report.

Planning Commission questions-

1. Question regarding clear line of vision while pulling out of driveway due to the proximity of Coyote Joe's building next door. Public Works Director Brown confirmed that there is plenty of space for proper visibility coming out of the driveway.

Applicant presentation- Brian O'Neal offered appreciation to the planning team for going through the process and he understood the concern with the sidewalk and that there is a spot that needs to be replaced. He clarified that they have no plans to use the back lot for vehicle storage, therefore it should not need paving.

No public testimony was offered.

No request to continue the public hearing.

City Planner Byram clarified with the applicant regarding having no plans to store vehicles on

the back lot. The applicant plans to only store personal items on the back lot, it was discussed that perhaps only a screening fence would be appropriate and not paving of the entire lot.

It was specified by City Planner Byram that the Planning Commission can amend the motion to reflect that at this time paving of the rear parcel is not required if it will not be used as a parking area.

No further discussion from Planning Commission.

Commission Chair Richman closed the Public Hearing at 6:52 p.m.

Discussion that the amendment to the motion will be that Condition of Approval 6 does not apply to the rear parcel.

Discussion regarding outdoor storage in the R3 zone.

Discussion regarding the required driveway width for the easement. City Planner Byram specified that it will require 20 ft width.

**MOTION:** Commissioner Wagner motioned to APPROVE concurrent land use files, Conditional Use Permit #CUP 23-01 and Site Plan Review #SDR 23-02 as submitted and adopt the recommended findings and conditions of approval contained in the staff report. Commissioner Eckels seconded the motion. Motion carried with a unanimous vote.

City Planner Byram reiterated that after the approval, a notice of decision is signed and there is a period of appeal for the public.

City Engineer Byram offered thanks to applicant for the additional work put into the application.

## **REGULAR AGENDA**

Commission Chair Richman reopened regular meeting at 7:07 p.m.

### **1. Review the Planning Commission Roles and Responsibilities**

Document given to commissioners for review.

### **2. City of Willamina Planning Commission Meeting Process**

Discussion regarding timeliness of receiving agenda packets:

Concerns have been shared by some commissioners regarding receiving their packets the same day as the Planning Commission meeting, not leaving adequate time to review them. The question posed by City Manager Meneley is the possibility of rescheduling the regularly scheduled monthly meetings if packet documents are not received by a week

prior to meeting dates, and telling applicant that the review will be moved to the next month.

There was discussion that not allowing enough time to properly review the application could lead to errors and possibly expose the city to legal liability by not having the information available. City Planner Byram explained that applicants can argue conditions of approval based on nexus. But if applicants don't have the information ahead of time, they can't make those constitutional arguments.

Discussion of getting the packet ahead of time on Fridays instead of the day to allow time for review. City Manager Meneley reiterated that materials are not always received in time for that. She reiterated that the main question is whether the Planning Commission will approve of rescheduling if the documents have not been received by a week prior to the meeting. City Planner Byram said the planning team can and should do better and the applicant also needs a week ahead of time to review the packet. She said the planning team will plan to begin getting the packets out a week ahead and there are things they can do ahead of time to help expedite the process.

Discussion that leaving the option open during the meeting to request a continuance for extra time for review should cover the city for liability when receiving the packets on the same day as the meeting. However, realistically a week should be provided especially for more complex applications.

City Planner Byram explained that public hearing notices need to go out to neighbors and newspapers twenty days ahead of time and continuing that hearing date is not an easy process. In that instance, if the commission meets briefly over zoom and formally motions to continue to a time and date certain, it will not require a new public notice.

Discussion that getting the meeting done the first time around is much better for the city and applicant. Often the applicant will have a substantial amount of money tied up in the process and a delay can be a real issue.

Concluding discussion that each planning commissioner will be expected to be honest regarding whether they have had a chance to review the packet before the scheduled meeting. As a planning commissioner, there is a commitment to reviewing the documents once received. It was discussed that communication needs to be clear from both sides. From commissioners to do their due diligence and speak up if they haven't been able to review, which means if there won't be a quorum then the meeting will be postponed. The planning team will need to give their best effort to get the packets out in a timely manner.

## **PUBLIC INPUT – BUSINESS FOR THE AUDIENCE - None**

## **ADJOURN**

**MOTION:** Commissioner Wagner motioned to adjourn the meeting at 7:30 p.m. Commissioner Schunter seconded the motion. Motion carried with a unanimous vote.

Commission Chair Reichman adjourned the meeting at 7:30 p.m.

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

September 24, 2024 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](mailto:stevensk@ci.willamina.or.us) in advance of the meeting.

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**CITY OF WILLAMINA**  
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**PLANNING COMMISSION STAFF REPORT**

**I. BACKGROUND**

HEARING DATE:	December 3, 2024
FILE NO. / NAME:	<b>Annexation # ANX 2024-01 – SW Bales Avenue Right-of-Way</b>
APPLICANT:	City of Willamina
LOCATION:	No address or tax lot assigned. SW Bales Avenue near Hill Drive. Polk County Tax Assessor Map 6-7-12BA
PROPOSAL:	<b>City of Willamina proposes to annex an island of public street right-of-way which is currently undeveloped, with water utilities.</b>
SIZE / DIMENSIONS:	50 feet by 165 feet totaling 8,250 SF or 0.19 acres
CURRENT USE:	Unimproved street right-of-way with utilities
ZONING:	N/A -- Low Density Residential (R-1) to east and west
CRITERIA:	Willamina Development Code (WDC) 3.111.2.B criteria, and 3.111.4 procedures

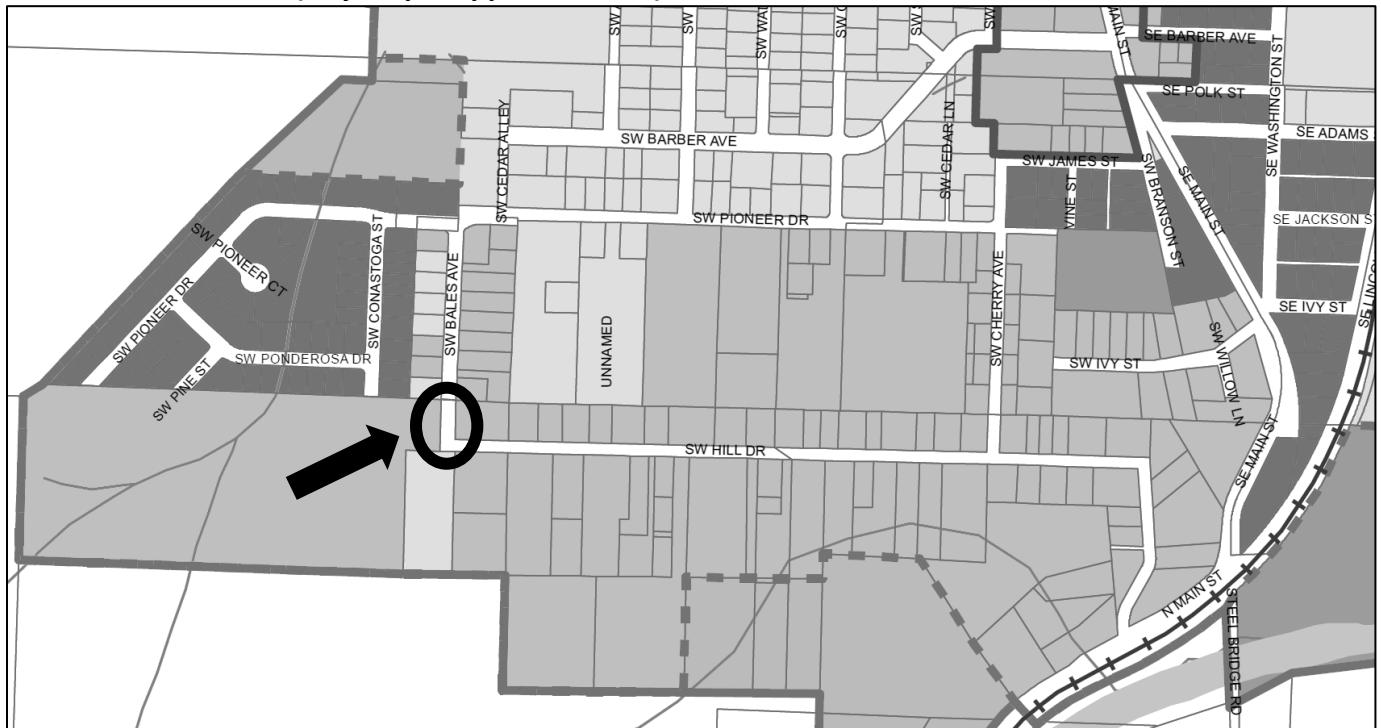
**II. OVERVIEW**

ANX 24-01 is a proposal to annex a portion of SW Bales Avenue right-of-way. Review of past records show the subject area conveyed to the City of Willamina for public right-of-way in year 1997 but also to be located outside city limits at the time, in unincorporated Polk County. Subsequently, in year 2017, Willamina City Council approved annexation of a 17-acre property to the west of SW Bales Avenue. The legal description for annexed area of 2017 excluded this portion of SW Bales Avenue right-of-way. Reasons for this exclusion are unknown.

This proposal is solely for the purpose of annexation. There is no concurrent proposal to change the existing city Comprehensive Plan map designation or city zoning as applied to this area. There is no concurrent proposal to introduce street improvements (e.g., street, sidewalks, etc.). Also, there is no concurrent proposal to develop property in the vicinity.

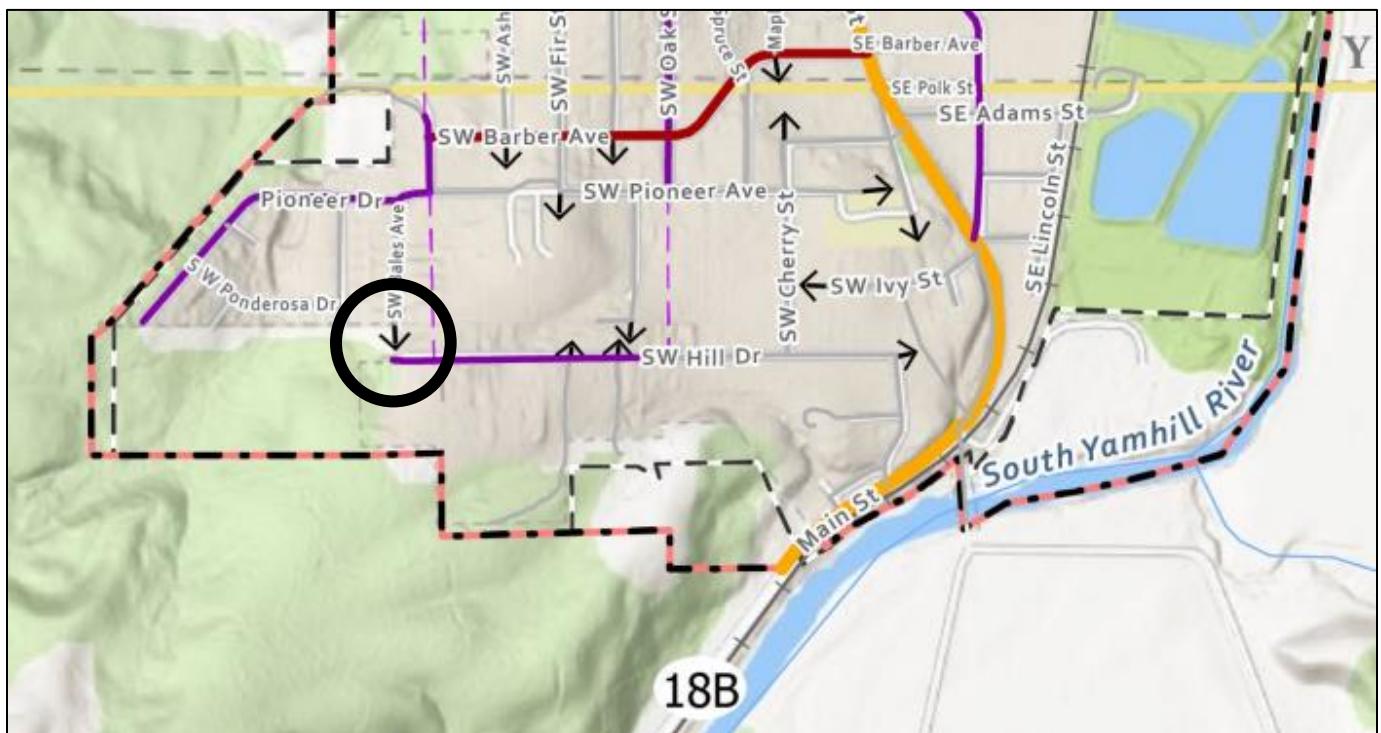
### III. REFERENCE MAPS

#### A. VICINITY MAP (City map cropped to zoom):



#### B. WILLAMINA TRANSPORTATION SYSTEM PLAN (TSP) 2022 (cropped to zoom):

The adopted Willamina TSP shows connection of SW Bales Ave to SW Hill Drive at this location.



#### **IV. PROCEDURE – WILLAMINA DEVELOPMENT CODE – ANNEXATION WITHOUT ELECTION**

Authority of the city to annex territory is explained in Section 3.111 of the Willamina Development Code (WDC). Land subject to annexation consideration must be within the UGB and contiguous to the city or separated from it by a stream or right-of-way only.

Annexations are also governed by Chapter 222 of Oregon Revised Statutes (ORS). ORS subsection 222.120 describes the procedures for annexation without election. WDC subsection 3.111.4 is generally consistent with the procedures described in ORS 222.120. Where ORS 222.120 requires only one public hearing before the legislative body, WDC describes the role of the Planning Commission to hold a separate public hearing and recommend either approval or denial of the proposed annexation to the City Council (WDC 3.111.2).

In review of applicable sections of ORS and WDC, the following key procedural items have been completed to date:

- On October 8, 2024, Willamina City Council passed a motion to initiate annexation proceedings – annexation without election.
- On October 21, 2024, the city mailed required written notice to all property owners in 500-foot vicinity in addition to all affected government agencies (Polk County). The same notice identifies two hearing dates: December 3 (Commission) and December 10 (City Council).
- On October 30, 2024, the Oregon Department of Land Conservation and Development (DLCD) received notification of the proposed annexation commensurate with time required. Public notice was also uploaded to the DLCD website on this day.
- On October 25, 2024 and November 1, 2024, pursuant to Section 3.111.4.B, the News Register newspaper company published required notice of said public hearings.

WDC subsection 3.111.2 identifies remaining procedures for annexation without election. In summary, the Planning Commission is to hear testimony and recommend either approval or denial of the proposed annexation and submit such to the Council within ten days of the hearing. Thereafter, the City Council, conducts a second hearing and (after considering all testimony) shall sustain or reverse the Planning Commission's recommendation.

## **V. DECISION CRITERIA**

### **A. WILLAMINA DEVELOPMENT CODE**

#### **3.111 ANNEXATIONS**

##### **3.111.02 General Annexation Procedure**

*B. The Planning Commission shall hear testimony and shall recommend approval or denial of the proposed annexation and submit such recommendation to the Council within ten (10) days for the hearing. The Planning Commission's decision shall, in a written form, state the rationale used in justifying the decision, and that the decision is in conformance with the City's comprehensive plan. For all annexations the decision shall state how the proposal will:*

- 1. Affect the community's air resources;*
- 2. Promote an orderly, timely and economical transition of rural and agricultural lands into urbanized lands;*
- 3. Relate to areas with natural hazards;*
- 4. Affect the fish and wildlife in the proposed annexation;*
- 5. Utilize energy resources and conserve energy use;*
- 6. Protect open spaces and scenic views and areas;*
- 7. Provides for transportation needs in a safe, orderly and economic manner;*
- 8. Provide for an orderly and efficient arrangement of public services;*
- 9. Provide for the recreational needs of the citizens;*
- 10. Affect identified historical sites and structures and provide for the preservation of such sites and structures;*
- 11. Improve and enhance the economy of the City, and*
- 12. Provide quality, safe housing through a variety of housing types and price ranges*

**FINDINGS:** In review of 1 – 12 above, staff underscores how this annexation proposal is limited to existing public right-of-way, approximately 0.19 acre in size, and 50 feet by 165 feet in dimensions. As previously mentioned, a prior annexation proposal (approved by the city in year 2017) excluded this portion of SW Bales Avenue for reasons unknown. Other background / existing circumstances are as follows:

1. That portion of SW Bales Avenue subject to annexation consideration is recognized as public street right-of-way by Polk County Assessor's Office on associated Tax Maps and is not shown to serve any other purpose. The Willamina Comprehensive Plan Land Use Designation map and Willamina Zone map both show the subject right-of-way as public street, lacking designation and zoning.

2. The same subject area is inside the Willamina Urban Growth Boundary (UGB) and surrounded by land inside city (i.e., incorporated areas).
3. The same subject area is maintained by the city (i.e., not recognized as County or State roadway and is not the responsibility of any other local jurisdiction or special district to maintain). No taxes are assessed on this property.
4. The same area is shown to Figure 33 (Local Street Connectivity Plan) of the Willamina Transportation Systems Plan (TSP, 2022) with an arrow indicating where existing SW Bales Avenue (i.e., improved portion to the north) may be extended in the future (see Exhibit A-2 of this report for location / description). Future connectivity with SW Hill Drive (to the south and east) is shown to Figure 33 of Willamina TSP. Future improvements (street or pedestrian) in the right-of-way would require permits (right-of-way access) through Polk County if this area remains unincorporated. Accordingly, staff find the annexation proposal to save future permit costs in response that part of criteria related to the “economic manner” of transportation needs.
5. The subject right-of-way is not shown to be encumbered by sensitive areas (e.g., wetlands) in review of the Statewide Wetlands Inventory (SWI) Map, and is also not shown to be encumbered by a flood zone identified to FEMA-FIRM panel maps specific to the City of Willamina, referenced in 2024.
6. The same area is not subject to concurrent consideration of improvements identified / considered as part of a development application and is not subject to concurrent consideration of improvements identified through a city-initiated capital improvement project.
7. The same area is recommended [required] for annexation by Polk County Tax Assessment Office via past written communication received (not included as exhibit to this report but available on request).
8. No impacts are anticipated to air quality, wildlife, scenic, historic, or energy resources as a result of the proposed annexation.

## **B. COMPREHENSIVE PLAN and STATEWIDE PLANNING GOALS**

**FINDINGS:** Criteria of WDC 3.111.2 states that the Planning Commission's decision shall, in a written form, state the rationale used in justifying the decision, and that the decision is in conformance with the City's Comprehensive Plan. Once a city's Comprehensive Plan is acknowledged by the State, the plan is determined to be generally consistent with the 19 Statewide Planning Goals. The Willamina Comprehensive Plan contains no goal or policy which conflicts with the proposed annexation.

Specifically, Transportation Goal 12 generally describes the need for providing a safe, convenient, and economic local transportation system. There are benefits to having the subject right-of-way inside the city, rather than outside city limits, in Polk County jurisdiction. Annexation of the right-of-way enables the City of Willamina to construct and maintain public improvements within the subject right-of-way, as a part of the greater interconnected local transportation street and underground utility networks.

## **VI. CONCLUSION**

Based on the findings above, staff conclude applicable criteria for annexation without election are met. The proposal is also found to be consistent with Willamina Comprehensive Plan and Statewide Planning Goals, where applicable.

## **VII. PLANNING COMMISSION OPTIONS**

Following a public hearing, the Planning Commission has the following options:

1. **Motion 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 the staff report, and direct staff to prepare an enacting ordinance.**
2. Motion to recommend the City Council DENY Annexation #24-01 regarding a 50-foot by 165-foot section of SW Bales Avenue right-of-way, adopt REVISED findings, stating desired revisions.
3. Motion to CONTINUE the public hearing to a time and date certain to allow for additional information, stating information required to make a decision on the proposed annexation.

## Krystal Grace Stevens

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**From:** Bridget Meneley  
**Sent:** Monday, November 25, 2024 6:07 PM  
**To:** Jennifer Eckels; Krystal Grace Stevens  
**Subject:** RE: Resignation from Planning Commission

Thank you very much Jennifer.

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**From:** Jennifer Eckels <jenniferrehm@gmail.com>  
**Sent:** Friday, November 22, 2024 7:09 PM  
**To:** Krystal Grace Stevens <StevensK@ci.willamina.or.us>  
**Cc:** Bridget Meneley <MeneleyB@ci.willamina.or.us>  
**Subject:** Resignation from Planning Commission

To Whom It May Concern:

I hereby resign my position of Planning Commissioner for the City of Willamina effective December 31, 2024.

It was an honor to serve on the Planning Commission. I will look forward to continuing my Civic duty as a Willamina City Councilor in the new year.

Best regards,  
Jennifer Eckels



# City of Willamina

## Application for City Office

See back for position criteria and requirements

Applicant's Full Name

Eric Wagner

Physical Address

[REDACTED]

Mailing Address

[REDACTED]

Home Phone Number

[REDACTED]

Cell Phone Number

[REDACTED]

Email

[REDACTED]

Occupation

real estate professional

Years of Residency

Registered Voter

Yes

No

Parks Advisory Board

Budget Committee

Library Board

Planning Commission

City Council

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

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

I have been on the planning commission since 2019, for 3 years terms. I like giving back to the city and I am very interested in seeing the city grow and prosper. Proper coordinated planning is part of this.

Please share any governmental or volunteer experience you have had

- 14 years as active assistant scout master spanning thousands of hours of volunteer time.
- Food bank treasurer and construction coordinator, 1 year

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

I am in the real estate and construction business, that brings real world experience to the planning commission.

Signature

Eric Wagner

Date

21 Nov 24

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DEC 02 2024

# City of Willamina

## Application for City Office

See back for position criteria and requirements

Applicant's Full Name

Geneva E. Wymore

Physical Address

Mailing Address

Home Phone Number

Cell Phone Number

Same

Email

Occupation

Retired (ARTIST/Pharmacyclerk)

Years of Residency

48

Registered Voter

Yes

No

Parks Advisory Board

Budget Committee

Library Board

Planning Commission

City Council

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

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

I enjoy living in our smaller community and love helping out where needed. Seeing the community thrive and in a good light is one of my goals.

Please share any governmental or volunteer experience you have had

I have been Sec. and or treasurer for EID in Willamina (economic improvement Dist.) since 1995. Also serving as Sec. for Willamina Coastal Hills Chamber since 1995. plus a host of other

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

I'm interested in planning for our city for future generations. I enjoyed the past several years of learning, listening and decision making with City planning & County.

Signature

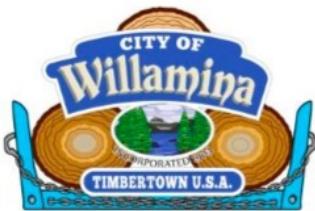
Geneva E. Wymore

Date 12-02-24

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# City of Willamina

## Application for City Office

See back for position criteria and requirements

Applicant's Full Name Jace Maroney

Physical Address [REDACTED]

Mailing Address Same

Home Phone Number N/a

Cell Phone Number [REDACTED]

Email [REDACTED]

Occupation Protection Specialist

Years of Residency 1

Registered Voter  Yes

No

Position(s)  
Select all you wish to apply for

Budget Committee

Library Board

Planning Commission

City Council

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

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

I enjoy being a Planning Commissioner because it gives me the opportunity to help shape our community's growth in a way that is practical for everyone. I'm passionate about finding the right balance between welcoming new opportunities and protecting what makes our city unique. This role allows me to listen to residents, work with others, and come up with practical solutions that move our city forward. I'd like to continue so I can keep building on the progress we've made.

Please share any governmental or volunteer experience you have had

I've been actively involved in our community through various roles, including serving as a Planning Commissioner, where I've worked with other members in shaping the thoughtful growth and development of our city. I also participated in the Polk County Sheriff's Buckets of Brass cleanup and Envisioning Main Street, which focused on improving our public spaces. Additionally, I've engaged in events like Trunk or Treat and other local activities to connect with residents and support community initiatives.

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

I believe I am the best candidate for this position because of my strong commitment to our community, my hands-on experience as a Planning Commissioner, and my dedication to listening and collaborating with residents. I have a proven track record of working on initiatives that balance growth, sustainability, and community values. My involvement in local events and programs has helped me build relationships and stay connected to the needs and concerns of our city.

Signature [Signature]

Date 11/26/2024

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# City of Willamina

NOV 26 2024

## Application for City Office

See back for position criteria and requirements

Applicant's Full Name

Shana Elaine Reid

Physical Address

[REDACTED]

Mailing Address

[REDACTED]

Home Phone Number

[REDACTED]

Cell Phone Number

[REDACTED]

Email

Occupation

Retired, Caregiver, museum Director

Years of Residency 2

Registered Voter  Yes

No

Parks Advisory Board

Budget Committee

Library Board

Planning Commission

City Council

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

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

I am interested in helping the development/growth of our town and to learn more about our city government.

Please share any governmental or volunteer experience you have had

Willamina museum Director

Willamina Planning Commission

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

I have lived in Willamina most of my life and desire to help in any capacity to better our community and give back to my neighbors and our town.

Signature

Shana Reid

Date

11/23/24

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DEC 02 2024

# City of Willamina

## Application for City Office

See back for position criteria and requirements

Applicant's Full Name

Susan Richman

Physical Address

[REDACTED]

Mailing Address

84000

Home Phone Number

8

Cell Phone Number

[REDACTED]

Email

[REDACTED]

Occupation

Farmer

Years of Residency

14 yrs

Registered Voter

Yes

No

Parks Advisory Board

Budget Committee

Library Board

Planning Commission

City Council

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

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

As a resident I am part of the community! I enjoy participating in community and the best way to build community.

Please share any governmental or volunteer experience you have had

Board Chair - Friends of Family Farmers 7 yrs  
Volunteer - 424 Campers  
Donations - Dixie Club & Food Bank  
Co-host 3x - Ford Family Foundation

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

Last year I am the best. I can say that I believe in this community. My goal is to help create a place where community thrives.

Signature

Susan Richman

Date

12/3/24

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