City of Willamina
Planning Commission
Meeting and Public Hearing

Tuesday February 27, 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 November 28, 2023 Planning Commission Regular Meeting and Public Hearing.

VI. PUBLIC HEARING

a. Conditional Use Permit #CU 24-01, "Swan Hall" at 242 main Street. Applicant Katie Vinson requests CUP approval to operate an event venue in an existing building within the Business District Overlay Zone (BDO). Swan Hall is proposed to be an assembly space for a variety of events including live music, speakers, dinners, gatherings, and classes. No alteration is proposed to the outside of the building. The front portion of the building will continue to be leased for office/commercial use.

VII. PUBLIC INPUT – BUSINESS FOR THE AUDIENCE

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

IX. ADJOURN

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

Join Zoom Meeting
https://us02web.zoom.us/j/81093734409?pwd=d05SNWxhdXdFZ1k1WUJXM0ZXczY3QT09

Meeting ID: 810 9373 4409
Passcode: 706303

Find your local number: https://us02web.zoom.us/u/kcuFan69Fl

Next Planning Commission Meeting March 26, 2024

THIS IS AN OPEN PUBLIC MEETING

Persons with hearing, visual or manual impairments who wish to participate in the meeting should contact the City of Willamina at least 48 hours prior to the meeting date in order that appropriate communication assistance can be arranged. The City of Willamina Council meetings are accessible to the disabled. Please let us know if you need any special accommodations to attend this meeting.

City of Willamina
Planning Commission
Meeting and Public Hearing
Meeting Minutes

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

Minutes taken by Deputy City Recorder Krystal Stevens

Location of Meeting:
West Valley Fire Station
825 NE Main Street
Willamina, OR 97396

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

Absent from the Meeting:
Commissioner Jason Foose

Guests Not Limited to:
Community Members Greg and Debbie Poupard
Cecelia Wenger Keystone Builders (arrived at 6:39 p.m.)

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

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

Flag salute

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

II. CONSENT AGENDA

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

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

III. PUBLIC HEARING

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

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

Commission Chair Richman read the legal script and the declarations.

No objection was given to the published notice.

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

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

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

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

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

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

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

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

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

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

City Planner Byram explained the recommended conditions of approval.

1. Allows one year for developer to finish the first phase (Phase 3). Oregon Revised Statutes require that all other phases are due to be done in ten years.

2. The concurrent variances are required to be approved.

3. The final plat shall comply with applicable standards.

4. Compliance with the city engineer comments dated October 20, 2023. Attached in Exhibit A.

5. Fire Department approval- reviewing every phase of the plat to ensure there is ample turning radius and required hydrant spacing. The Fire Department required that during construction, there be a second emergency access gravel road from the property which will remain locked with a gate or blocked with removable barriers unless access is needed.

6. The fee in lieu of parkland.

7. Improvement procedures.

8. Attached dwellings- according to Willamina development code a maximum of three attached dwellings is allowed. Each dwelling is required to have a minimum of 300 sq ft of semi-private outdoor living space.

9. Zero side yard maintenance agreement. Each attached dwelling have the ability to provide maintenance on the structure, with an easement across each others property for that purpose.

10. Restricted access for the through lots. In addition to lots 47-51, also applies to lots 77 and 78.

11. Access management- how far apart the driveways are from each other and intersections.

12. Mid-block 14 ft right of way dedication with 12 ft paved pedestrian path.

13. City access easements- two proposed over to the sewer main, the northern one is now proposed to be the pedestrian connection. Southern one is not required to be paved, but it is required that no houses or structures or fences are built over the easement to ensure city access to the south manhole.

14. Turn arounds gravel at the end of every dead end road so large utility and emergency vehicles have a place to turn around.

15. Off street parking.

16. Clear vision areas- standard that property owners cannot block clear vision at intersections and driveways.

17. Fences

18. Lot grading

19. Utility Easements

20. Monuments

21. Benchmarks

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

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

Planning Commission questions of staff:

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

property.

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

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

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

Applicant presentation.

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

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

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

Public testimony. There were no speakers during Proponents.

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

Applicant Rebuttal.

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

development.

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

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

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

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

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

There was no Planning Commission discussion.
MOTION: Commissioner Wymore motioned to approve Subdivision # SUB 23-01 and concurrent Variances # VAR 23-01, VAR 23-02, VAR 23-03, and VAR 23-04 and adopt the finding and recommended conditions of approval included in the revised staff report to the Planning Commission. Commissioner Reid seconded the motion. Motion carried with a unanimous vote.

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

IV. REGULAR AGENDA

a. Jason Foose Resignation

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

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

V. PUBLIC INPUT – BUSINESS FOR THE AUDIENCE - None

IX. ADJOURN

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

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

Time and Date of Next Planning Commission Meeting
The next Planning Commission Regular Meeting and Public Hearing will be held on January 23, 2024, at 6:00 p.m.
West Valley Fire Station
825 NE Main Street
Willamina, OR 97396

Information regarding the above meeting and Zoom access information can be found on the City of Willamina website at http://www.willamina.oregon.gov

CITY OF WILLAMINA

411 NE C Street – P O Box 629
Willamina, OR 97396
503-876-2242 fax 503-876-1121

STAFF REPORT

Planning Commission Meeting - February 27, 2024

I. BACKGROUND

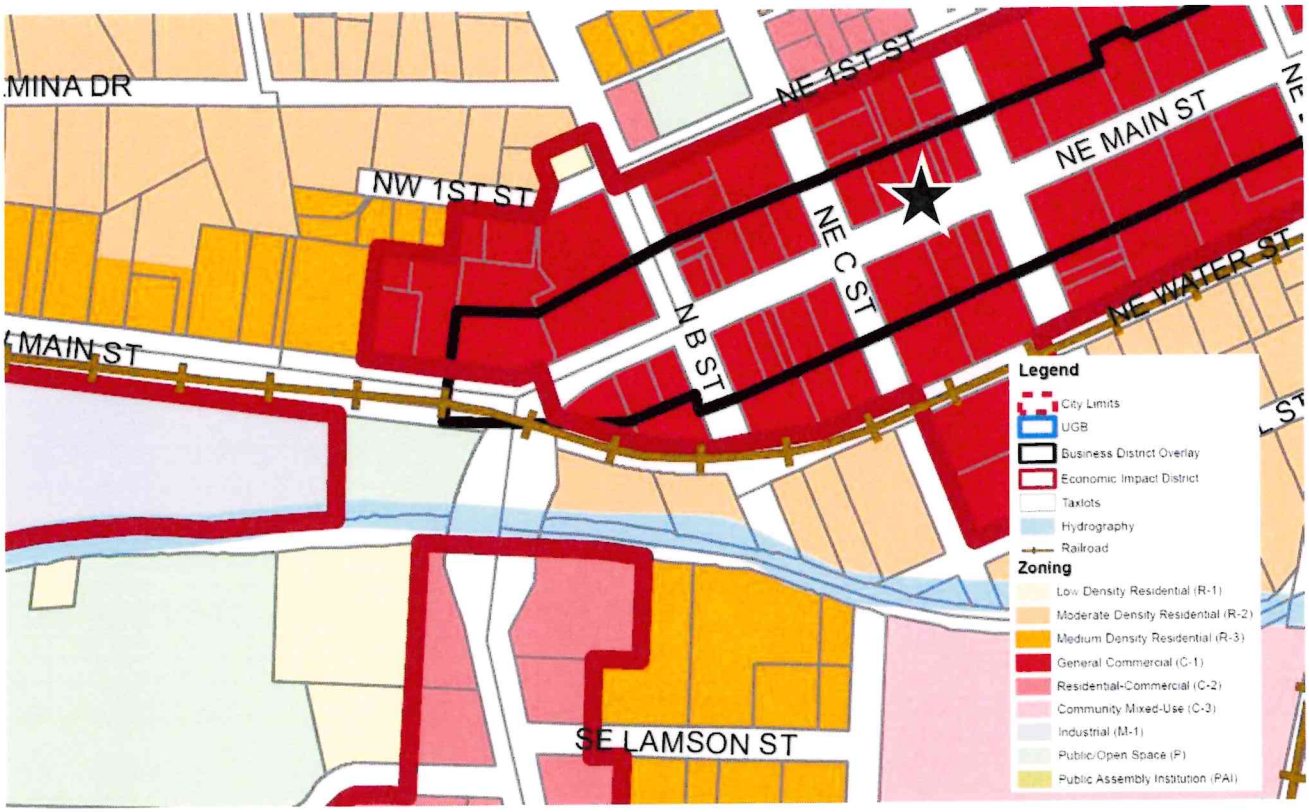
REPORT DATE:	February 23, 2024
FILE No.:	Conditional Use Permit # CU 24-01 "Swan Hall"
OWNER:	Robert & Rita Burr
APPLICANT:	Katie Vinson
ADDRESS:	242 Main Street NE (behind 252 Main Street NE)
TAXLOT:	R6701DA 01500
ZONING:	C-1 General Commercial, with Business District Overlay
REQUEST:	Conditional Use Permit approval to operate an event venue in an existing building within the Business District Overlay Zone (BDO). Swan Hall is proposed to be an assembly space for a variety of events including live music, speakers, dinners, gatherings, and classes. No alteration is proposed to the outside of the building. The front portion of the building will continue to be leased for office/commercial use.
CRITERIA:	**Willamina Development Code:** Section 2.104: General Commercial Zone (C-1) Section 2.107 Business District Overlay (BDO) Section 2.311 Main Street Business District Parking... Requirements Section 3.103: Conditional Use Permits
EXHIBITS:	A: Applicant Materials

PROCEDURE & AUTHORITY:

Pursuant to Willamina Development Code procedures (WDC 3.101.02), a Conditional Use Permit is a Type II action; a quasi-judicial review in which the Planning Commission applies a mix of objective and subjective standards that allow discretion, with public notice and a public hearing. Appeals are the Willamina City Council.

II. OVERVIEW

A. CITY OF WILLAMINA ZONE MAP (Cropped to zoom. Subject property indicated by star)



B. EXISTING STRUCTURE AND SHARED PARKING LOT (Source: Google Streetview, image August 2023)

C. AERIAL IMAGE OF SUBJECT PROPERTY (Source: Yamhill County GIS, 2024)

III. CRITERIA AND FINDINGS

3.103 CONDITIONAL USE PERMITS

3.103.3 Criteria for Approval
Conditional Use Permits shall be approved if the applicant provides evidence substantiating that all the requirements of this Ordinance relative to the proposed use are satisfied, and demonstrates that the proposed use also satisfies the following criteria:

A. The use is listed as a conditional use in the underlying district.

FINDINGS: The applicant initially approached the City to host a series of special events at an event space proposed to be called "Swan Hall." The inquiry initiated a discussion regarding the historic use of the building, the current building occupancy classification, building codes, and event attendance capacity based upon fire code. This discussion also initiated a closer look at the land use being proposed for more than one or a couple special events.

The subject property is zoned C1 – General Commercial. Pursuant to WDC 2.104.02, the following is an outright permitted use in the C1 zone: "(Q) Amusement and recreation related facility such as an arcade, theater, auditorium, bowling alley, community center, and miniature golf course." The subject property is also subject to the Business District Overlay (BDO), however, which is a little more restrictive in the listed uses. Pursuant to WDC 2.107.04 (L), the same use described above is listed as a Conditionally Permitted Use, subject to the criteria contained in WDC 3.103 'Conditional Use Permits.' While "event hall" is not explicitly listed as a land use,

"auditorium" and "community center" are most similar of the uses listed. This is the reason for this CUP application. This criterion is met.

B. The characteristics of the site are suitable for the proposed use considering size, shape, location, topography, and location of improvements and natural features.

FINDINGS: A floor plan for the existing building is attached in exhibits. The proposed site of "Swan Hall" is the open northern (rear) portion of an existing structure addressed as 242 NE Main Street. The southern (front) portion of the building contains office spaces accessed from the existing Main Street frontage sidewalk. The event space has a separate entrance from the front commercial tenant office spaces. The applicant is in discussion with staff from Willamina City Hall, the Yamhill County Building Department, and the Grand Rhonde Fire District regarding the current occupancy classification of the structure, as well as the event attendance capacity limits. The applicant is aware of event size limits based upon the current building configuration, and is working closely with the appropriate agencies to make upgrades to the facility. Access and parking are addressed below. As the subject property is fully developed, there are no unusual or significant topography or natural features on the site. This criterion is met.

C. The proposed development is timely, considering the adequacy of transportation systems, public facilities and services, existing or planned for the area affected by the use.

FINDINGS: The subject property has existing service connections to public water and sewer utilities. No upsizing is required at this time for the proposed use. The CUP application has been reviewed by City Public Works and the City Engineer, and they have voiced no concerns.

The Main Street frontage of the subject property is developed with existing street, curb, and sidewalk. Swan Hall takes vehicular access from an existing curb cut improved driveway on Main Street, into a paved and striped parking lot under the same ownership. The CUP application package includes authorization from the property owner for the continued share use of the paved parking lot. The CUP application noted that many of the proposed community events will take place in the evening time. It is reasonable to assume that if events occur after standard business hours, the joint use demand on the parking lot may have largely complementary hours. It is understood that there is an additional gravel parking lot to the north of the subject property commonly used by patrons to various businesses as an overflow parking lot. The applicant sates that the space is ample.

As Main Street is an ODOT-jurisdiction facility for permitting purposes, staff reached out to ODOT for comments on the application. They had no concerns about the proposed event hall, but noted that any construction within the street right-of-way would require ODOT permits prior to commencing work.

This criterion is met.

D. The proposed use will not alter the character of the surrounding area in a manner which substantially limits, impairs, or precludes the use of surrounding properties for the primary uses listed in the underlying district.

FINDINGS: The adopted purpose of the Business District Overlay is as follows: "The purpose of the Business District Overlay is to provide for an appropriate range of mixed-use retail and services, with basic design guidelines in support of an attractive commercial corridor. The important Main Street / Highway 18 corridor is a visual representation of the local economy and greater Willamina community. Adopted standards for this corridor are intended to support quality development." The proposed use of an event hall will attract members

of the Willamina community and beyond to the downtown business core of the community. The applicant states that her events will "create more reasons for additional foot traffic in our downtown," and "there will be a benefit to encouraging visitors from outside to have reason to visit or encourage local people to experience more culture." The City's adopted goals for commercial development are addressed below. Staff finds the proposed use to be consistent with a downtown commercial core intended to accommodate visitors and foot traffic to local businesses. No significant detrimental impacts are anticipated from this use. This criterion is met.

> *E. The proposal satisfies any applicable goals and policies of the Comprehensive Plan which apply to the proposed use.*

FINDINGS: The Willamina Comprehensive Plan Urbanization Element was last updated in 2011. Regarding Commercial Land Use, the City adopted the following two Goals: 1) To allow for commercial types and amounts of activities to adequately meet the needs of the city and its immediate surrounding area, and 2) To encourage the development of an attractive and competitive commercial core that provides a variety of services. Some of the applicable supportive Policies adopted include: "J) Protect and ensure the permanence of the downtown commercial core as a vital economic base and maximize customer access and exposure. P) Encourage multiple uses of commercial and public buildings in order to be as energy efficient as possible." And R) Encourage rehabilitation of existing commercial stock." The Economics Element of the Comprehensive Plan also addresses the concept of "visitor capture" in terms of attracting visitors to Willamina with convenient attractive destination with restaurants, accommodations, and entertainment. The proposed event hall has the ability to draw residents and visitors alike to the downtown commercial core of the community. It is expected that event attendees to Swan Hall will gain exposure to other Willamina businesses during their visit.

The proposed event hall shows potential to align and supported adopted goals and policies for commercial development and activities in the Business District Overlay zone specifically, and Commercial zones generally. This criterion is met.

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

FINDINGS: There are no anticipated threats to the public health, safety, and welfare, or injurious to property in the vicinity or district in which the property is located. There are no anticipated conflicts with any adopted City plan or policy.

IV. CONCLUSIONS AND RECOMMENDED CONDITIONS OF APPROVAL

Based upon satisfying the required criteria as indicated above, staff recommends approval of the request for a Conditional Use to allow for an event hall in the Business District Overlay, based upon the property owner complying with the following conditions of approval:

1. Conditional Use Permit for an event hall at 242 NE Main Street is not transferable between locations, uses, or applicants.

2. Conditional Use Permit approval for an event hall at 242 Main Street is approved for the interior of the premises. No outdoor event space is requested, reviewed, or approved with this CUP.

3. Conditional Use Permit approval is contingent upon the continued provision of shared paved parking abutting the subject property.

4. Conditional Use Permit approval pertains to land use only. Separate building occupancy review and permitting are required by the Yamhill County Building Department and Fire Chief.

5. Events held at the event hall shall not cause nuisance to abutting properties because of odor, noise, glare, or vibration, consistent with the Willamina Municipal Code.

6. Sound amplification shall be subject to the City of Willamina Municipal Code quiet hours.

7. All signs shall be subject to the provisions of WDC 2.206 'Signs', and the City's sign permit review process.

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

V. PLANNING COMMISSION ACTION

The Planning Commission has the following options:

A. Motion to APPROVE Conditional Use Permit application # CU 24-01, and adopt the findings and recommended conditions of approval contained in the staff report; or

B. Motion to APPROVE Conditional Use Permit application # CU 24-01, and adopt the findings and recommended conditions of approval contained in the staff report AS REVISED by the Planning Commission, stating the desired revisions; or

D. Motion to CONTINUE the public hearing to a time and date certain, and indicate the additional information needed to allow for a future decision; or

E. Motion to DENY the application, providing findings for denying the application.

E X H I B I T A

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

REC'D JAN 1 1 2024

PLANNING APPLICATION FORM

Property Address: 242 NE Main St.

Assessor's Map & Tax Lot ☐ Polk ☒ Yamhill
R6-701-DA-____ Tax Lot(s) 01500
____-____-____-____ Tax Lot(s) _____

Zoning C-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: _____

Size of the Project (# of units, lots, sq. ft., etc.):
1700 sq feet

Attachments:
- ☐ (4) folded Maps/Site Plan to scale (if larger than 11" x 17")
- ☐ (1) 8 ½" x 11" reduced copy of site plan
- ☐ Written Narrative/Response to Criteria
- ☐ Power of Attorney (if applicable)

Description of Request
(include name of project and proposed uses)
Improve a room into an assembly space called Swan Hall

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

Property Owner: Katie Vinson
Address: 695 Pioneer Dr.
Willamina, OR 97396
Phone: 971-241-3173

Applicant: Katie Vinson
Address: "
Phone: _____

Authorized Representative (if different from applicant):
Address: _____
Phone: _____

Surveyor or Engineer (if applicable):
Address: _____
Phone: _____

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).

Katie Vinson Jan 11, 24
(Signature of Owner or Attorney-in-Fact) Date

_____
(Signature of Additional Owner) Date

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

REC'D JAN 1 1 2024

A Conditional Use Permit Application Includes:

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

  I am requesting conditional use of the large back room of 242 N Main to be allowed to be used for occasional evenings of live music, possible speakers, dinners, gatherings or classes. I believe this will help strengthen our community and enhance the downtown core

- ☑ Written response to criteria (attached and upon completion, submitted to the City)
- ☑ Deposit Fee: $600.00 (Resolution No.16-17-013, May 9, 2017)

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

Conditional Use Permit – 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 that all the requirements of the Development Code relative to the proposed use are satisfied and demonstrating the proposed use also satisfies all of the following criteria:

Willamina Development Code, Section 3.103.03

A. The use is listed as a conditional use in the underlying district.
Response: I am seeking a conditional use to allow my property to be permitted to be used as a venue for live music and gathering on special occasions in the current Business District overlay it is not currently permitted.

B. Describe how the characteristics of the site are suitable for the proposed use considering size, shape, location, topography, and location of improvements and natural features.
Response: This space is very ample for a gather of people for cultural enrichment and a benefit to the downtown

C. Explain how the proposed development is timely, considering the adequacy of transportation systems, public facilities and services, existing or planned for the area affected by the use.
Response: I think the proposed development is timely in regaurd to helping to create more reasons for additional foot traffic in our downtown.

D. Indicate how the proposed use will not alter the character of the surrounding area in a manner which substantially limits, impairs, or precludes the use of surrounding properties for the primary uses listed in the underlying district
Response: There will be no alteration to the exterior of the building and will not have any affect on the surrounding area with the exception of possibly more visitors to the downtown

E. Explain how the proposal satisfies any applicable goals and policies of the Comprehensive Plan which apply to the proposed use. left blank for staff / PC review. CJ
Response:

F. Explain how the authorization of such conditional use will not be materially detrimental to the public health, safety and welfare or injurious to property in the vicinity or district in which the property is located, or otherwise conflict with the objectives of any City plan or policy.
Response: There will only be a benefit to encouraging visitors from outside to have reason to visit or encourage local people to experience more culture.

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

City of Willamina
411 NE C Street
Willamina, Oregon 97396
503-876-2242

RECEIVED FROM KI Wildwood Services Inc. $ 660.00

Conditional Use permit + App fee DOLLARS

PURPOSE OF PAYMENT ☐ RENT ☐ GOODS ☐ DEPOSIT ☐

AMOUNT DUE	
THIS PAYMENT	660.00
BALANCE DUE	

PAYMENT METHOD	
☐ CREDIT CARD	☒ CHECK
☐ MONEY ORDER	☐ CASH

DATE 1/11/24

8537

RECEIVED BY

No. 12482

Christine Talley

From: Christine Talley
Sent: Wednesday, January 10, 2024 5:00 PM
To: Katie Vinson
Cc: Bridget Meneley
Subject: RE: Parking lot agreement

Hi Katie!

I think an email should be fine. I am asking our City Planner just to be sure.

Christine Talley
Office Coordinator
Planning Clerk

From: Katie Vinson <wildwoodhotel@gmail.com>
Sent: Tuesday, January 9, 2024 12:52 PM
To: Christine Talley <CTalley@ci.willamina.or.us>
Subject: Fwd: Parking lot agreement

Is this sufficient proof of a parking lot agreement?

---------- Forwarded message ---------
From: **Robert Burr** <willaminaburrs@gmail.com>
Date: Tue, Jan 9, 2024 at 12:44 PM
Subject: RE: Parking lot agreement
To: Katie Vinson <wildwoodhotel@gmail.com>

To whom it may concern:

Katie Vinson the owner of Swan Hall has an annual lease on the parking lot at 212 NE Main St. Willamina, between the buildings of Quik Check and Swan Hall.

Robert Burr, parking lot owner

Sent from Mail for Windows

From: Katie Vinson
Sent: Tuesday, January 9, 2024 11:59 AM
To: Robert Burr
Subject: Re: Parking lot agreement

I think an email is worth a try and if it is not enough I will let you know as soon as I know.

Thank you,

Katie

On Tue, Jan 9, 2024 at 11:45 AM Robert Burr <willaminaburrs@gmail.com> wrote:

Katie, would an email from me work, or do you need something more formal?

Bob

Sent from Mail for Windows

From: Katie Vinson
Sent: Tuesday, January 9, 2024 11:34 AM
To: Robert Burr
Subject: Re: Parking lot agreement

Bob (that is hard for me!)

I believe an annual agreement is just fine, yes. I just need something from you showing your approval of the parking lot being available for use. Maybe you can just say we lease it on a year to year basis?

Thank you, I wish everyone else could be so agreeable!

Katie

On Tue, Jan 9, 2024 at 11:30 AM Robert Burr <willaminaburrs@gmail.com> wrote:

Katie,

Happy New Year!! I see no problem with Swan Hall using the whole parking lot for events after Quik Check hours. Are we talking about an annual agreement, I do not want anything long term incase we would sell the old pharmacy building. Also, is the annual $1000 still OK for the use of the parking lot? I am paying to have it swept and cleaned monthly.

Thanks,

Bob (not Mr. Burr)

Sent from Mail for Windows

From: Katie Vinson
Sent: Tuesday, January 9, 2024 11:13 AM
To: Bob Burr
Subject: Parking lot agreement

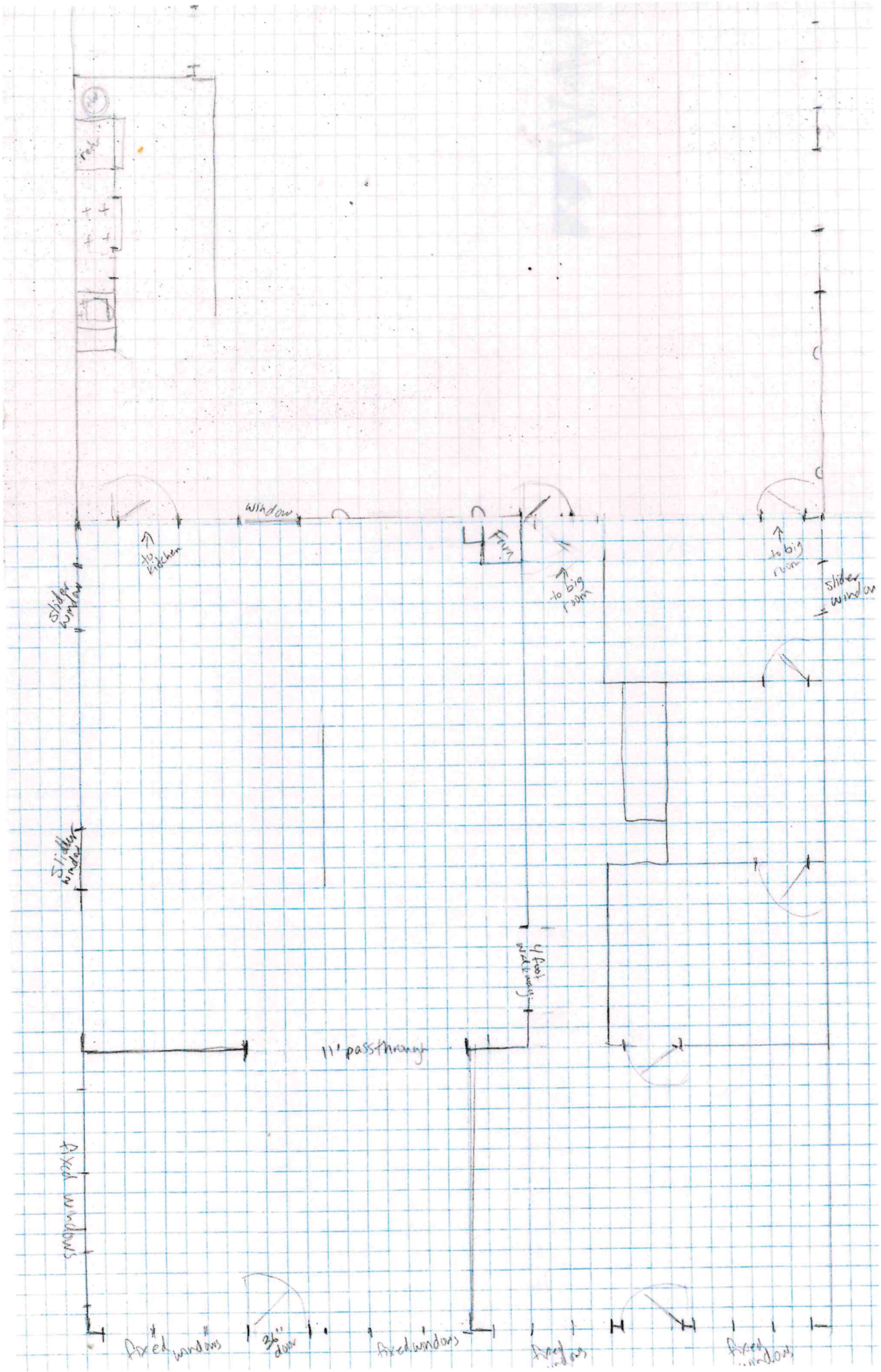
Mr Burr., in order to begin the arduous process of applying for a conditional use permit on the event space Swan Hall in the building we are purchasing from you I will need to get an agreement to use the parking lot. I realize that what is paid is really for use of half the parking lot but if in this agreement we could keep it simple and just say use of the parking lot? For any plans that I have, any music or gatherings would be outside of the normal business hours and should not conflict with the neighbors needs for parking. This all needs to be approved by a public hearing apparently to being the process to even get permission to upgrade the facility with sprinklers and the other requirements.

Thanks very much,

Katie Vinson


Exit
Exit
Stage
Bathroom
pew
Rolling bar
Table
pew
Table
Table
Exit
Exit

outdoor stage
58 feet
66 feet
Exit gate 8 feet
3 feet
33 feet
Event space
27'
8 feet Exit French doors
3 feet
Small brick front building
10 feet
6 ft
gate
exit


rack
window
to kitchen
Fan
to big room
to big room
slider window
slider window
slider window
4 foot walkway
11' passthrough
fixed windows
fixed windows
36" door
fixed windows
fixed windows
fixed windows

Stairs
stage
Stairs
Bath
Rack
Window