



128 S Main St.
PO Box 445
Condon, OR 97823
P: 541-384-2711
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AGENDA
CITY OF CONDON PLANNING COMMISSION
128 SOUTH MAIN STREET, CITY HALL
Tuesday, January 21, 2014~ 6 p.m.

- 1) Call Meeting To Order/Roll Call
- 2) **PUBLIC HEARING** – Historic Review Hearing – #535 Mike Avent/Meryl Head
- 3) **PUBLIC HEARING** – Historic Review Hearing #536 – North Central Education Service District
- 4) The Round-Up Grill LLC – Lottery Sign
- 5) Laura/Earl Pryor – Color Selection for MSP at 114/116 S. Main Street
- 6) Approval of Minutes of November 20, 2013 Planning Commissioner Hearing & Meeting
- 7) Correspondence/Other
- 8) Next Meeting – February 18, 2014
- 9) Adjourn Meeting

Agenda prepared and distributed January 14, 2014

**City of Condon Planning Commission
Minutes/Public Hearings
November 20, 2013
6 p.m.**

Present:	Staff Present:
Vernon Grey Michelle Colby Betsy Pattee Larry Hardie	Kathryn Greiner, City Administrator

Absent:
None

CALL TO ORDER

The Planning Commission meeting was called to order by Chairman Larry Hardie at 6 p.m. Roll Call was taken and a quorum was noted.

PLANNING HEARING – VARIANCE APPLICATION #533 – Daniel Potter

Open the Hearing – Chariman Hardie opened the hearing at 6:01 p.m.

Hearing Disclosure Statement – Chairman Hardie went over the disclosure statement and no Planning Commissioner had had an ex parte contact or a conflict of interest with the applicant of the variance application. No audience was present so to challenge the planning commission members to hear the application.

Staff Report – Application #533 – D. Potter – Commissioners and applicant stated that they had read the staff report and recommendations so a public reading of the report was waived.

Applicant Testimony – Daniel Potter, 309 S. A Street, Condon testified that he was replacing a wood shed with a steel garage building. He requested to place the building on the property line on the back yard where the former wood shed had stood. He stated that the new accessory building would look nicer than what had stood there previously.

Commissioner Michelle Colby asked about the property line and was told by CA Greiner that the city had completed construction staking when the water project went down B Street (back of Potter's property) and though most of the stakes were removed, it appeared by one stake at Garden and B Street that majority of accessory buildings on this street were on property line. CA Greiner stated that Potter was asking for a single variance from the backyard setback of 5 feet. He meets the other setbacks from another building, neighbors and residence. Commissioner Pattee asked if the new building would be touching the old garage which Potter replied that it would not be connected.

Other Proponent Testimony – None

Applicants Rebuttal – None

Other Public Agency Reports – None

Close Hearing –Commissioner Hardie closed the hearing at 6:07 p.m.

Planning Commission Decision –A motion was made by Commissioner Betsy Pattee to approve the Variance application #533 – Daniel Potter with the conditions set forth in the staff report. The motion was seconded by Commissioner Vernon Grey was approved unanimously.

Planning Hearing – Historical Review # 534 – LaRue Insurance Agency.

Open the Hearing – Chariman Hardie opened the hearing at 6:08 p.m.

Hearing Disclosure Statement – Chairman Hardie went over the disclosure statement with Commissioner Vernon Grey stating that he has assisted in the design for LaRue designs and will abstain from voting. No audience was present so to challenge the planning commission members to hear the application. No other member of the Planning Commission had an ex parte contact or a conflict of interest with the three historical designs.

Staff Report – Historic Review Application #534 – LaRue Insurance Agency – CA Greiner stated asked if the commissioners would like to have her read the report or if they had time to read and review it. The commissioners waived the reading of the staff report but noted that they had reviewed it.

Applicant Testimony – Applicant Jay LaRue was unable to attend so Commissioner Grey stated that it would be similar to Jim Doherty’s design of the connection building but the differences would be the windows and LaRue would like contrasting colors to Doherty’s building. Commissioner Grey also stated that Doherty is talking about changing both awnings to be more rounded not flat like what is on the design. CA Greiner asked if these changes need to be brought back to the planning commission or be approved with any changes must go through the Historical Review Committee (HRC). It was the consensus that any further changes would go to the HRC.

Other Proponent Testimony – None

Applicants Rebuttal – None

Other Public Agency Reports – None

Close Hearing –Commissioner Hardie closed the hearing at 6:15 p.m.

Planning Commission Decision –A motion was made by Commissioner Colby to approve the Historical Review application #534 – LaRue Insurance Agency with the conditions set forth in the staff report. The motion was seconded by Commissioner Pattee and approved with yay votes from Pattee, Colby and Hardie. Commissioner Grey abstained from voting.

MINUTES

The commission reviewed the minutes of the October 16, 2013 planning commission meeting. **A motion was made by Commissioner Colby to approve the October 16, 2013 Planning Commission minutes with corrections. The motion was seconded by Commissioner Pattee and approved unanimously.**

CORRESPONDENCE/OTHER

CA Greiner stated that North Central Education Service District (NCESD) has approached the City council to place a ramp at the front of their building at 135 S. Main Street for ADA access. The 911 operations is discussing expansion that would make ADA access from the back of the building unavailable to the ground floor offices along Main Street. She said that the reason it has not come to the Planning Commission is that NCESD must get permission to build something that is not on their property (city property) prior to any plans.

Commissioner Colby asked where the sign issue was going from last month's discussion. CA Greiner stated that two of the signs are working on securing permits but there is a recent change in the state's allowable placing of signs so suggested that in 2014 the Planning Commission review the city's sign ordinance and make necessary changes.

Commissioner Colby asked if the regular time for the Planning commission could be scheduled for another day of the month due to a conflict each month. After a brief discussion it was determined that the meetings would be changed to the third Tuesday of the month beginning in January 2014. They also determined that the December meeting would be cancelled unless there was a pressing need.

ADJOURN/NEXT MEETING DATE

The meeting was adjourned 6:40 p.m. The next meeting date is Tuesday, January 21, 2014, 6 p.m.

_____ Date _____
Larry Hardie, Planning Commission Chair

Attest: _____ Date: _____
Kathryn Greiner, City Administrator



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PO Box 445
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NOTICE OF PLANNING COMMISSION HEARING

The City of Condon Planning Commission will conduct two public hearings beginning at 6 p.m., January 21, 2014, in the Council Chambers of the Condon City Hall, 128 S. Main Street, Condon, Gilliam County, Oregon for the following applicants:

1. **Mike Avent/Meryl Head, 109 N. Main Street, Condon, Oregon – Historic District Review** – Avent/Head is proposing restoration of the façade of their building at 109 N. Main Street, Condon, Oregon. This project is a part of the city's new Main Street Project. This project falls under §152.306.
2. **North Central Education Service District (NCESD), 135 S. Main Street, Condon, Oregon – Historic District Review** – NCESD is proposing to install and ADA ramp at the front of the building. This project falls under §152.306.

Public comment will be accepted at this time, in addition to any written testimony. A copy of the staff report on these applications will be available for review at City Hall, 128 S. Main Street, Condon, Oregon or reviewed on www.cityofcondon.com by January 14, 2014

Failure to raise an issue in a hearing, either in person or by letter, or failure to provide statements or evidence sufficient to afford the decision make an opportunity to respond to that issue, precludes appeal to the Land Use Board of Appeals based on that issue.

If you have any questions contact Kathryn Greiner, City Administrator, 128 S. Main Street, Condon, Oregon 97823, 541-384-2711. All interested parties are urged to attend.

Kathryn Greiner
City Administrator
City of Condon

**CITY OF CONDON
STAFF REPORT – HISTORIC REVIEW #535**

Application No. 535

Applicant: Mike Avent/Meryl Head

Address of Owner: 109 N. Main Street
Condon, OR 97823

Address of Property: 4S21E 10BD Tax Lot 5700

Zoning: Commercial 1/Historic District

Proposal: Owner is requesting a Historic Review according to §152.306 – City of Condon Land Usage Code, Zoning Regulations – Historic Combining Zone. A Vent/Head are requesting the façade improvement on their building.

PROCESS

The process for this request of changes to a building in the Historic District is to conduct a public hearing before the City’s Planning Commission. At the close of the hearing the Planning Commission may either issue an approval or a denial or move to continue the deliberations of the Commission to another time and date. There is an appeal process available to residents to the Planning Commission and City Council on this issue if procedure is followed. Notices have been sent to adjacent landowners.

PLANNING ANALYSIS/ISSUES

This Planning Analysis will identify the issues in this matter to assure that the applicant does a project that adheres to the Historic District purposes. The State Historical Preservation Office and the Gilliam County Historical Society has been notified of this hearing to provide representation, plus the notice has been published in the Times-Journal on January 9,2014, and the notice has been posted.

The requirement for the examination of plans of buildings in the Historic District is in §152.306(7)(A) that sets the criteria for review for major or minor alterations of the structure. Routine maintenance, including painting may be administratively reviewed or exempt from review in §152.306(7)(B).

This project is in cooperation with the City of Condon’s Main Street Project that assists property owners within Condon’s Historic District financially with façade improvements. This application has requested making any repairs and painting the stucco, installation of new windows, adding decorative shutters to the windows, adding a roof and columns to the entry of the building to the east, and brick planters. This façade improvement will

also add signage near the front of the building. The owners have indicated that they will also fix the roof of the building, but this is not covered under the MSP grants nor is it a portion of the historic review that is required other than the color of which the roof will be. The MSP funds, when available will assist with three sides of the building – east, west and south, but the north portion of the building is the responsibility of the owners.

STAFF RECOMMENDATION

The staff recommendation is as follows for the alteration:

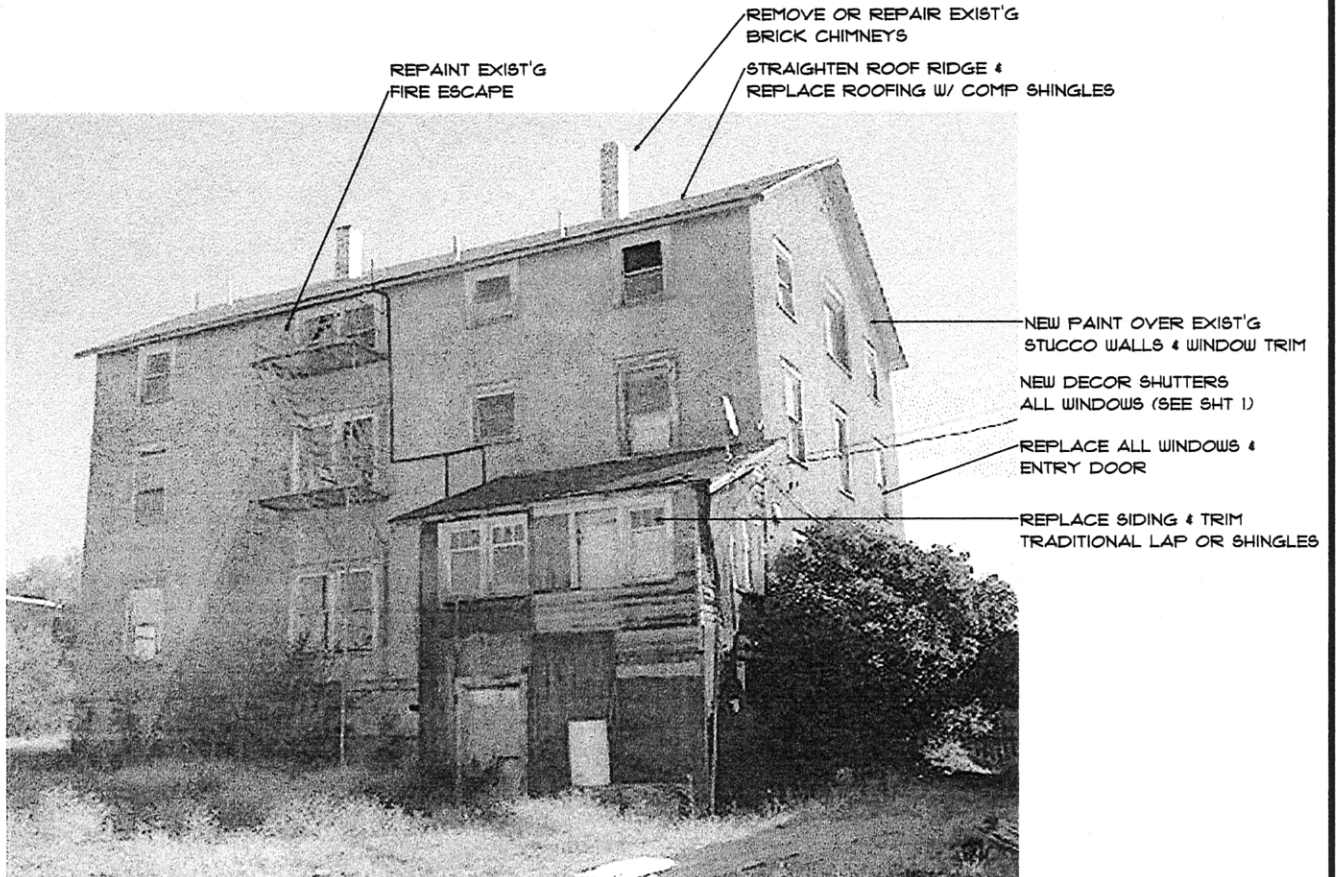
- Approval of the façade improvements with proper state permits as presented.
- Work with and receive approval from Historic Review Committee on color scheme prior to commencement of work.
- Receive approval of roof color prior to construction of any work on the building.

Respectively submitted,

Kathryn Greiner
City Administrator

January 13, 2014

MERYL HEAD / MIKE AVENT
APARTMENT BUILDING
309 N MAIN STREET



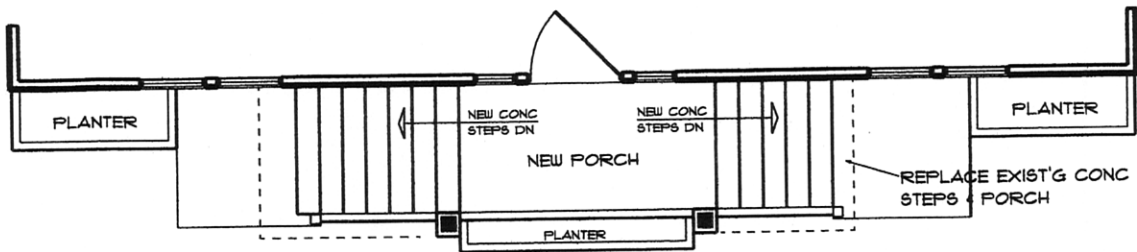
BACK / SOUTHWEST ELEV

N.T.S.



122 N OREGON ST / PO BOX 712, CONDON, OR 97823
541 384 3031 / DEL 503 706 1371 / vpd@design@ids.net

**CITY OF CONDON'S
MAIN STREET REHABILITATION PROJECT**
ELEVATION DESIGN REVISED 11/9/13



PLAN

SCALE 0 10 20 30



DIRECTION NORTH



PROPOSED
**FRONT / EAST
MAIN STREET ELEV**

MERYL HEAD / MIKE AVENT
APARTMENT BUILDING
309 N MAIN STREET



122 N OREGON ST / PO BOX 712 CONDON, OR 97823
541 384 3031 / CEL 503 706 1971 / vgd@verngreydesign.com

**CITY OF CONDON'S
MAIN STREET REHABILITATION PROJECT**
ELEVATION DESIGN REVISED 11/9/13

**CITY OF CONDON
STAFF REPORT – HISTORIC REVIEW #536**

Application No. 536

Applicant: North Central Education Service District

Address of Owner: 135 S. Main Street
Condon, OR 97823

Address of Property: 4S21E 10BD Tax Lot 9600

Zoning: Commercial 1/Historic District

Proposal: Owner is requesting a Historic Review according to §152.306 – City of Condon Land Usage Code, Zoning Regulations – Historic Combining Zone.

PROCESS

The process for this request of changes to a building in the Historic District is to conduct a public hearing before the City’s Planning Commission. At the close of the hearing the Planning Commission may either issue an approval or a denial or move to continue the deliberations of the Commission to another time and date. There is an appeal process available to residents to the Planning Commission and City Council on this issue if procedure is followed. Notices have been sent to adjacent landowners.

PLANNING ANALYSIS/ISSUES

This Planning Analysis will identify the issues in this matter to assure that the applicant does a project that adheres to the Historic District purposes. The State Historical Preservation Office and the Gilliam County Historical Society has been notified of this hearing to provide representation, plus the notice has been published in the Times-Journal on January 9, 2014, and the notice has been posted.

The requirement for the examination of plans of buildings in the Historic District is in §152.306(7)(A) that sets the criteria for review for major or minor alterations of the structure. Routine maintenance, including painting may be administratively reviewed or exempt from review in §152.306(7)(B).

This project is in cooperation with the City of Condon’s Main Street Project that assists property owners within Condon’s Historic District financially with façade improvements. This application has an agreement with the City of Condon to place a ramp on the front or east side of their building for ADA access to the front offices. The ramp, that includes steps on the south end, is 29’10” and provides ADA access to all three doors. It will be 48 inches width from the building out and must have a handrail on the ramp portion on

the outside, but on both sides of the stairs. The rails will be similar style to the Memorial Hall and be black metal.

STAFF RECOMMENDATION

The staff recommendation is as follows for the alteration:

- Approval of the façade improvements with proper state permits as presented.
- Concrete must be within the City of Condon's Public Works Standards.
- Contract/lease must be executed with the City of Condon prior to construction and installation.

Respectively submitted,

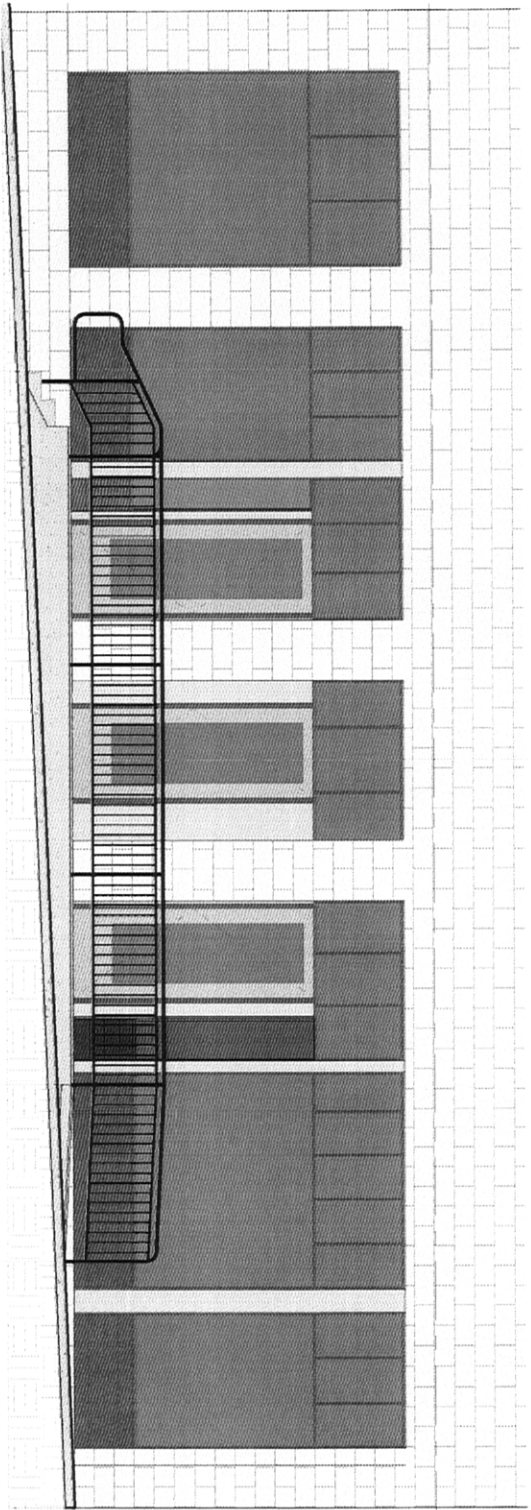
Kathryn Greiner
City Administrator

January 13, 2014

A

B

C



1 EAST ELEVATION
A1.4 1/4" = 1'-0"

ALL DIMENSIONS APPROXIMATE

T/1ST
100' - 0"

T/2ND
112' - 0"

PRELIMINARY

PILLAR CONSULTING GROUP, INC.
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 1800 SW Washington St. 2ND
 Corvallis, Oregon 97333
 Phone (541) 752-9292
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 www.pillar-inc.com

Professional Engineering & Project Management

NCESD 911 ALTERATION SD
 134 S MAIN ST., CONDON, OR 97823
 NCESD

No.	Description	Date
1	REVISED DIMENSIONS	01/10/2014

ELEVATION & DETAIL

Project number 2013-029
 Date 07/09/13
 Drawn by Author
 Checked by Checker
 Scale 1/4" = 1'-0"

A1.4



1 RENDERING
A1.5



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Professional Engineering & Project Management

NCESD 911 ALTERATION SD
 134 S MAIN ST, CONDON, OR 97823
 NCESD

No.	Description	Date
1	REVISED DIMENSIONS	01/10/2014

RENDERING	
Project number	2013-029
Date	07/09/13
Drawn by	Author
Checked by	Checker
Scale	A1.5

PRELIMINARY