



# PLANNING COMMISSION

Regular Meeting Minutes  
February 10, 2025

Chairman Fialka called the regular meeting to order at 7:00PM. Present were Commissioners Doherty, Misner, Caplinger, Collins, Guerrero and Kirkpatrick. Commissioners Saylor and Hamm were excused. Staff in attendance included Planning Director C.F. Spencer, City Attorney Richard Tovey and Planning Assistant Heather La Beau. No Youth Advisors were in attendance.

## Minutes

Commissioner Misner moved, and Commissioner Kirkpatrick seconded to approve the minutes of the January 8, 2025, regular meeting. Motion passed.

## Final Plat – Hermiston Christian Center 4N2816BA Tax Lot 100 – 1825 W Highland Ave

Planning Director Spencer presented the staff report for the final plat of the Hermiston Christian Center minor partition. This partition creates a new parcel proposed for future residential development, vacates several easements and dedicates a new easement. The preliminary plat was approved by the planning commission in November of 2024.

## Conditions of Approval

1. The applicant shall work with and receive certification from the Hermiston Irrigation District prior to obtaining city signature on the final plat.
2. Comprehensive Plan Figure 12 identifies this site as an area subject to development hazards due to excessively well drained soils. Therefore, the City will prohibit the outdoor storage of hazardous chemicals and underground storage of gasoline and diesel fuels.

Commissioner Caplinger moved, and Commissioner Collins seconded to approve the final plat with the amended conditions of approval (removal and renumbering). Motion passed.

## Final Plat – Henry K's Addition Phase 1 4N2813 Tax Lots 200 & 500 – 1295 SE 10<sup>th</sup> St

Planning Director Spencer presented the staff report. This first phase of the subdivision proposes 28 single and two-family lots zoned Medium-High Density Residential, one lot for a park, two commercial lots, and two lots for future development. The planning commission approved the preliminary plat in May of 2024. The city has received a bond to cover the cost of the remaining improvements for Phase 1.

## Conditions of Approval

1. Applicant shall work with and receive certification from the Hermiston Irrigation District prior to final plat approval. Applicant should be aware that the City of Hermiston will not sign the final plat until the irrigation district has been satisfied and signs the final plat. **Finding: The final plat contains the appropriate signature block for the Hermiston Irrigation District and the district will sign the plat upon their determination that all district requirements are satisfied.**
2. Applicant must sign an improvement agreement and shall install grading, storm drainage, curb and gutter, sidewalks, street paving, and all service utilities for this development. All improvements for each phase shall comply with city standards and specifications and shall receive final approval from the city engineer. **Finding: The improvement agreement was executed by the developer and city. Improvement installation is ongoing. The developer has submitted a bond in the amount of \$287,000 which the city engineer agrees will cover**



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the cost of the remaining improvements in the event the developer is unable to complete installation.

3. Streetlights shall be installed at the applicant's cost. Once installed, the City will assume the monthly service charges. **Finding: The developer has entered into an agreement with Pacific Power to install all street lights. The city electrical superintendent has reviewed and approved the street light plan.**
4. Applicant shall comply with all provisions of 92.12 of the Hermiston Code of Ordinances (relating to the control of blowing dust) during all phases of construction. **Finding: This is an ongoing condition that will remain in effect after completion of public improvements and during construction of housing. The developer has filed a dust control plan with the city building department.**
5. All streets shall be designated in accordance with §94.22 of the Hermiston Code of Ordinances as detailed in the findings of fact for Chapter 94. Road A shall be labeled as a named street on the final plat with a SE prefix and Drive suffix. **Finding: Road A is designated as SE Owyn Drive on the final plat as required.**
6. Applicant/owner shall improve the Lot 29 frontage of SE 10<sup>th</sup> Street with a ¾ street improvement consisting of two travel lanes, curb, gutter, and sidewalk at such time that commercial development occurs on Lot 29. **Finding: No development is proposed on Lot 29 as part of the plat approval process. Development on Lot 29 will be subject to the development standards in §157.160 through 166 of the Hermiston Code of Ordinances at the time development is proposed. This condition remains in effect.**
7. Comprehensive Plan Figure 12 identifies this site as an area subject to development hazards due to excessively well drained soils and restrictive foundation soils. Therefore, the City will prohibit the outdoor storage of hazardous chemicals and underground storage of gasoline and diesel fuels. Prior to the development of lots containing cemented hardpan, the city shall require a registered engineer's assessment of the design and structural techniques needed to mitigate potential hazards. **Finding: This condition will remain in effect following plat approval. It is unlikely that hazardous chemical storage will be a factor in residential development but will be monitored during commercial development on Lot 29.**
8. A notation shall be placed on the plat stating that Lot 1 shall not access SE 10<sup>th</sup> Street and Lots 6 and 28 shall not access SE Columbia Drive. **Finding: The notation for access restriction is shown on page 1 of the final plat.**
9. A per lot assessment for Lots 1 through 28 shall be established of \$1,557. The assessment will be collected at the time of building permit issuance on each lot and shall be used for replacement of the A Line Canal bridge. Said fee is based upon the residential trip cap of 325 peak hour residential trips and a development plan of 208 residential lots. Should the trip cap or lot count be amended in subsequent phases, recalculation of the fee for lots 29 and above shall be performed by the City. **Finding: The city finance department has established a**



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**reserve account to assign these funds at the time of permit issuance and collection will begin upon start of housing construction.**

10. Sidewalk shall be installed along the SE 10<sup>th</sup> Street frontage of Lots 1 and 31 at such time that residential development occurs on each respective lot. **Finding: This condition remains in effect during all phases of construction.**
11. SE Columbia Drive is designated as an urban minor collector on the Hermiston TSP and shall be designed with on-street bike lanes through the development. An on-street bike lane shall be striped on the east side of SE 10<sup>th</sup> Street adjacent to Lots 1 and 30 when residential construction commences on each lot. **Finding: The approved civil plans reflect the required bike lane striping. As paving occurs, this striping will be added as shown on the plans.**
12. The applicant shall dedicate 32.7 feet to SE 10<sup>th</sup> Street right of way adjacent to the development to align right of way and street improvements within the public domain. **Finding: The dedication is shown on page 2 of the final plat.**
13. A temporary turn-around shall be installed at the end of Road A until future extension of Road A to connect with SE Columbia Drive is completed. Temporary turn around shall be constructed in accordance with Appendix D (Fire Apparatus Access Roads) of the Oregon Fire Code. **Finding: The turnaround is planned for construction on the approved civil drawings. For consistency and appropriate protection, an easement shall be added to the final plat which mirrors the location of the temporary turnaround. The easement shall be vacated when the next phase of the development is platted.**

#### Final Plat

Per §154.46 of the Hermiston Code of Ordinances, the final plat shall show:

- A) The boundary lines of the area being subdivided, with accurate distances and bearings. **Shown as required**
- B) The lines of all proposed streets and alleys with their width and names. **Shown as required**
- C) The accurate outline of any portions of the property intended to be dedicated or granted for public use. **Shown as required**
- D) The line of departure of one street from another. **Shown as required**
- E) The lines of all adjoining property and the lines of adjoining streets and alleys with their widths and names. **Shown as required**
- F) All lot lines together with an identification system for all lots and blocks. **Shown as required**



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- G) The location of all building lines and easements provided for public use, services or utilities. **Shown as required**
- H) All dimensions, both linear and angular, necessary for locating the boundaries of the subdivision, lots, streets, alleys, easements, and other areas for public or private use. Linear dimensions are to be given to the nearest 1/10 of a foot. **Shown as required**
- I) All necessary curve data. **Shown as required**
- J) The location of all survey monuments and benchmarks together with their descriptions. **Shown as required**
- K) The name of the subdivision, the scale of the plat, points of the compass, and the name of the owners or subdivider. **Shown as required**
- L) The certificate of the surveyor attesting to the accuracy of the survey and the correct location of all monuments shown. **Shown as required**
- M) Private restrictions and trusteeships and their periods of existence. Should these restrictions or trusteeships be of such length as to make their lettering on the plat impracticable and thus necessitate the preparation of a separate instrument, reference to such instrument shall be made on the plat. **Shown as required**
- N) Acknowledgment of the owner or owners to the plat and restrictions, including dedication to public use of all streets, alleys, parks or other open spaces shown thereon, and the granting of easements required. **Shown as required**
- O) Certificates of approval for endorsement by the city council and certificate indicating its submission to the planning commission, together with approval for endorsement by other local, county and/or state authority as required by Oregon statutes. **Shown as required**

Commissioner Collins moved and Commissioner Misner seconded to approve the final plat with the conditions of approval as amended (correction to Lot number in condition #10). Motion passed.

#### **Façade Grant – Hermiston Masonic Lodge #138 4N2810DA Tax Lot 10400 – 200 W Orchard Ave**

Planning Director Spencer presented the staff report. The applicant is requesting a grant to install new exterior lighting, new signage, and replacing existing signage. Improvements to this property will not increase the urban renewal district value as the property is not taxed.

After discussion on the safety aspect of the proposed improvements and scoring criteria value, commissioners scored the grant application (scoresheets attached) with a 40% match.

#### **Planner Comments and Unscheduled Communication**

Staff has created a Middle Housing Land Use Adjustment workbook (attached) to serve as a guide while processing applications under the continually evolving legislation.



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Planning Director Spencer invited commissioners to the February 24 city council work session. The work session includes a presentation on the Urban Growth Boundary amendment. The council meeting following the work session includes a resolution to initiate the amendment.

## **Adjournment**

Chairman Fialka adjourned the meeting at 7:24PM.

DRAFT



Façade Grant Application Review

Applicant HERMISTON MASONIC LODGE #138  
200 W ORCHARD AVE

Review Date 02/12/2025

Scoring 0 pts to 10 pts

0 points = Does not meet the criteria

5 points = Meets most of the criteria

10 points = Fully meets the criteria

Criteria	Score
Are the proposed improvements designed to contribute to the long-term health of the site and district? For example, landscape improvements are not as durable as masonry.	5
Does the proposal add new aesthetic elements beyond the existing site conditions?	5
Will the proposed improvements enhance the economic well-being of the downtown as well as the site?	6
Are the proposed elements scaled properly for the site and of compatible color and materials for properties within 300 feet?	8
Will the proposed improvements enhance the value of the property and provide a good return on investment for the district?	8
<b>Total</b>	<del>42</del> 34

The maximum score possible for a grant is 50 points. An application meeting all of the review criteria would be eligible for a full 50% match. An application meeting a portion of the criteria would be eligible for a lesser match percentage. Grants are considered for up to 50% of the project budget up to a maximum award of \$20,000. For example, a \$50,000 project would be eligible for a maximum of \$20,000 match. A \$15,000 project would be eligible for a maximum of \$7,500 match.

Based on the scoring by the committee, grants are awarded using the following percentages:

41-50 points: 50% match

31-40 points: 40% match

21-30 points: 30% match

11-20 points: 20% match

1-10 points: 10% match

39 points Avg  
40%.

COMMISSIONER DOHERTY

### Façade Grant Application Review

Applicant HERMISTON MASONIC LODGE #138  
200 W ORCHARD AVE

Review Date 02/12/2025

Scoring 0 pts to 10 pts

0 points = Does not meet the criteria

5 points = Meets most of the criteria

10 points = Fully meets the criteria

Criteria	Score
Are the proposed improvements designed to contribute to the long-term health of the site and district? For example, landscape improvements are not as durable as masonry.	5
Does the proposal add new aesthetic elements beyond the existing site conditions?	5
Will the proposed improvements enhance the economic well-being of the downtown as well as the site?	10
Are the proposed elements scaled properly for the site and of compatible color and materials for properties within 300 feet?	5
Will the proposed improvements enhance the value of the property and provide a good return on investment for the district?	5
<b>Total</b>	<b>30</b>

The maximum score possible for a grant is 50 points. An application meeting all of the review criteria would be eligible for a full 50% match. An application meeting a portion of the criteria would be eligible for a lesser match percentage. Grants are considered for up to 50% of the project budget up to a maximum award of \$20,000. For example, a \$50,000 project would be eligible for a maximum of \$20,000 match. A \$15,000 project would be eligible for a maximum of \$7,500 match.

Based on the scoring by the committee, grants are awarded using the following percentages:

41-50 points: 50% match

31-40 points: 40% match

21-30 points: 30% match

11-20 points: 20% match

1-10 points: 10% match

COMMISSIONER CAPLINGER

### Façade Grant Application Review

Applicant HERMISTON MASONIC LODGE #138  
200 W ORCHARD AVE

Review Date 02/12/2025

Scoring 0 pts to 10 pts

0 points = Does not meet the criteria

5 points = Meets most of the criteria

10 points = Fully meets the criteria

Criteria	Score
Are the proposed improvements designed to contribute to the long-term health of the site and district? For example, landscape improvements are not as durable as masonry.	6
Does the proposal add new aesthetic elements beyond the existing site conditions?	4
Will the proposed improvements enhance the economic well-being of the downtown as well as the site?	7
Are the proposed elements scaled properly for the site and of compatible color and materials for properties within 300 feet?	5
Will the proposed improvements enhance the value of the property and provide a good return on investment for the district?	6
<b>Total</b>	<b>28</b>

The maximum score possible for a grant is 50 points. An application meeting all of the review criteria would be eligible for a full 50% match. An application meeting a portion of the criteria would be eligible for a lesser match percentage. Grants are considered for up to 50% of the project budget up to a maximum award of \$20,000. For example, a \$50,000 project would be eligible for a maximum of \$20,000 match. A \$15,000 project would be eligible for a maximum of \$7,500 match.

Based on the scoring by the committee, grants are awarded using the following percentages:

41-50 points: 50% match

31-40 points: 40% match

21-30 points: 30% match

11-20 points: 20% match

1-10 points: 10% match

CHAIRMAN FIALKA



**Façade Grant Application Review**

Applicant HERMISTON MASONIC LODGE #138  
200 W ORCHARD AVE

Review Date 02/12/2025

Scoring 0 pts to 10 pts

0 points = Does not meet the criteria

5 points = Meets most of the criteria

10 points = Fully meets the criteria

Criteria	Score
Are the proposed improvements designed to contribute to the long-term health of the site and district? For example, landscape improvements are not as durable as masonry.	10
Does the proposal add new aesthetic elements beyond the existing site conditions?	8
Will the proposed improvements enhance the economic well-being of the downtown as well as the site?	10
Are the proposed elements scaled properly for the site and of compatible color and materials for properties within 300 feet?	7
Will the proposed improvements enhance the value of the property and provide a good return on investment for the district?	10
<b>Total</b>	<b>45</b>

The maximum score possible for a grant is 50 points. An application meeting all of the review criteria would be eligible for a full 50% match. An application meeting a portion of the criteria would be eligible for a lesser match percentage. Grants are considered for up to 50% of the project budget up to a maximum award of \$20,000. For example, a \$50,000 project would be eligible for a maximum of \$20,000 match. A \$15,000 project would be eligible for a maximum of \$7,500 match.

Based on the scoring by the committee, grants are awarded using the following percentages:

41-50 points: 50% match

31-40 points: 40% match

21-30 points: 30% match

11-20 points: 20% match

1-10 points: 10% match

**COMMISSIONER GUERRERO**

### Façade Grant Application Review

Applicant HERMISTON MASONIC LODGE #138  
200 W ORCHARD AVE

Review Date 02/12/2025

Scoring 0 pts to 10 pts

0 points = Does not meet the criteria

5 points = Meets most of the criteria

10 points = Fully meets the criteria

Criteria	Score
Are the proposed improvements designed to contribute to the long-term health of the site and district? For example, landscape improvements are not as durable as masonry.	10
Does the proposal add new aesthetic elements beyond the existing site conditions?	10
Will the proposed improvements enhance the economic well-being of the downtown as well as the site?	10
Are the proposed elements scaled properly for the site and of compatible color and materials for properties within 300 feet?	10
Will the proposed improvements enhance the value of the property and provide a good return on investment for the district?	10
<b>Total</b>	<b>50</b>

The maximum score possible for a grant is 50 points. An application meeting all of the review criteria would be eligible for a full 50% match. An application meeting a portion of the criteria would be eligible for a lesser match percentage. Grants are considered for up to 50% of the project budget up to a maximum award of \$20,000. For example, a \$50,000 project would be eligible for a maximum of \$20,000 match. A \$15,000 project would be eligible for a maximum of \$7,500 match.

Based on the scoring by the committee, grants are awarded using the following percentages:

41-50 points: 50% match

31-40 points: 40% match

21-30 points: 30% match

11-20 points: 20% match

1-10 points: 10% match

COMMISSIONER COLLINS

**Façade Grant Application Review**

Applicant HERMISTON MASONIC LODGE #138  
200 W ORCHARD AVE

Review Date 02/12/2025

Scoring 0 pts to 10 pts

0 points = Does not meet the criteria

5 points = Meets most of the criteria

10 points = Fully meets the criteria

Criteria	Score
Are the proposed improvements designed to contribute to the long-term health of the site and district? For example, landscape improvements are not as durable as masonry.	8
Does the proposal add new aesthetic elements beyond the existing site conditions?	7
Will the proposed improvements enhance the economic well-being of the downtown as well as the site?	8
Are the proposed elements scaled properly for the site and of compatible color and materials for properties within 300 feet?	7
Will the proposed improvements enhance the value of the property and provide a good return on investment for the district?	8
<b>Total</b>	<b>46</b>

The maximum score possible for a grant is 50 points. An application meeting all of the review criteria would be eligible for a full 50% match. An application meeting a portion of the criteria would be eligible for a lesser match percentage. Grants are considered for up to 50% of the project budget up to a maximum award of \$20,000. For example, a \$50,000 project would be eligible for a maximum of \$20,000 match. A \$15,000 project would be eligible for a maximum of \$7,500 match.

Based on the scoring by the committee, grants are awarded using the following percentages:

41-50 points: 50% match

31-40 points: 40% match

21-30 points: 30% match

11-20 points: 20% match

1-10 points: 10% match

**COMMISSIONER MISNER**

### Façade Grant Application Review

Applicant HERMISTON MASONIC LODGE #138  
200 W ORCHARD AVE

Review Date 02/12/2025

Scoring 0 pts to 10 pts

0 points = Does not meet the criteria

5 points = Meets most of the criteria

10 points = Fully meets the criteria

Criteria	Score
Are the proposed improvements designed to contribute to the long-term health of the site and district? For example, landscape improvements are not as durable as masonry.	10
Does the proposal add new aesthetic elements beyond the existing site conditions?	10
Will the proposed improvements enhance the economic well-being of the downtown as well as the site?	5
Are the proposed elements scaled properly for the site and of compatible color and materials for properties within 300 feet?	5/6
Will the proposed improvements enhance the value of the property and provide a good return on investment for the district?	5/10
<b>Total</b>	41

The maximum score possible for a grant is 50 points. An application meeting all of the review criteria would be eligible for a full 50% match. An application meeting a portion of the criteria would be eligible for a lesser match percentage. Grants are considered for up to 50% of the project budget up to a maximum award of \$20,000. For example, a \$50,000 project would be eligible for a maximum of \$20,000 match. A \$15,000 project would be eligible for a maximum of \$7,500 match.

Based on the scoring by the committee, grants are awarded using the following percentages:

41-50 points: 50% match

31-40 points: 40% match

21-30 points: 30% match

11-20 points: 20% match

1-10 points: 10% match

COMMISSIONER KIRKPATRICK