



PLANNING COMMISSION MEETING MINUTES

November 19, 2025 at 6:00 PM

Library Community Meeting Room
55 Academy Street, Lebanon, Oregon

CALL TO ORDER / FLAG SALUTE

ROLL CALL

PRESENT

Chair Don Robertson
Vice-Chair Lory Gerig-Knurowski
Kristina Breshears
Don Fountain
Alternate Michael Miller

ABSENT

Karisten Baxter
Alternate Shyla Malloy
Alternate Regina Thompson

STAFF

City Manager Ron Whitlatch
Development Services Director Shana Olson
City Attorney Tre Kennedy
Council of Governments Contract Planner Dan Fleishman

MINUTES – October 15, 2025 Planning Commission Meeting

The minutes were approved as submitted.

COMMISSION REVIEW

1. Public Hearing – Planning File CU-25-02

A Conditional Use request to establish a gas (filling) station at 3300 Burdell Boulevard (12S2W23B 00104)

Chair Robertson opened the public hearing. City Attorney Kennedy reviewed the public hearing process. There were no ex-parte contacts, conflicts of interest, or biases disclosed by the Commissioners.

Council of Governments Contract Planner Fleishman presented the staff report. He stated that staff finds the proposal complies with Conditional Use decision criteria and recommends application approval subject to two conditions (relating to submitting plans to the Fire Marshal to demonstrate compliance and that an engineering site plan be submitted for staff approval) as detailed in the staff report.

Chair Robertson asked about traffic access management treatments. Development Services Director Olson explained that the Transportation System Plan identifies the need for additional traffic mitigation at the intersection between Carl's Jr. and Walmart. Staff is monitoring development activity to determine when to initiate the project, which could involve installing a

signal but will more likely be a roundabout. She confirmed that the proposed development does not trigger any improvements at that location.

Olson also confirmed that the traffic impact analysis accounted for the building at full occupancy as well as the tractor supply being in operation.

Applicant testimony – Laura LaRoque, Pathfinder and Land Use Consulting, and Omar Khan, Khan Development, LLC, the owner and developer of the site, introduced themselves. LaRoque discussed the application and noted that Fire District staff attended the pre-application meeting and did not identify any requirements at that time.

Testimony in favor of or in opposition to the applications – none.

The public hearing was closed.

Motion to approve by Commissioner Fountain, seconded by Commissioner Miller. Voting Yea: Chair Robertson, Vice-Chair Gerig-Knurowski, Commissioners Breshears, Fountain and Miller. The motion passed unanimously.

CITIZEN COMMENTS – none

COMMISSION BUSINESS AND COMMENTS

City Manager Whitlatch reported on recent City departmental changes and noted that Fleishman is expected to continue assisting staff for the next four or five months.

Olson said that there are currently no applications scheduled for the December meeting.

ADJOURNMENT – The meeting adjourned at 6:20 PM.