

WALDPORr PLANNING COMMISSION  
JANUARY 26, 2026  
MEETING NOTICE AND AGENDA

THE WALDPORr PLANNING COMMISSION WILL MEET ON MONDAY, JANUARY 26 , 2026 AT 2:00 P.M. AT WALDPORr CITY HALL, 355 NW ALDER STREET TO TAKE UP THE FOLLOWING AGENDA:

1. CALL TO ORDER AND ROLL CALL
2. REVIEW OF MINUTES FROM NOVEMBER 24, 2025
3. CITIZENS' OPENING COMMENTS
4. ACTION ITEMS AND NEW BUSINESS
  - A. Spruce Ridge Subdivision Proposed Changes – Discussion
  - B. Other Business
5. PLANNER UPDATES
  - A. Year in Review - 2025
  - B. Permits
  - C. City News
6. CITIZENS' CLOSING COMMENTS
7. COMMISSION COMMENTS AND RECOMMENDATIONS
8. ADJOURNMENT

Attachments:

- November 24, 2025 Minutes
- Spruce Ridge Subdivision Memo
- Planner's Log

Notice given on this 21<sup>st</sup> day of January 2026

NOTE: The City Council Meeting Room is accessible to all individuals. Comments prior to the meeting may be emailed to: [recorder@waldport.org](mailto:recorder@waldport.org). The public is also encouraged, if they see fit, to mail written testimony to the City. Comments may be mailed to PO Box 1120, Waldport, OR, 97394. Comments must be received no later than 1:30 pm on the day of the meeting to be considered.

1 **WALDPORT PLANNING COMMISSION**

2 **November 24<sup>th</sup>, 2025**

3 **MEETING MINUTES**

4 1. **CALL TO ORDER:** Chair Steve Barham called the meeting to order at 2:00 PM.

5 2. **ROLL CALL:** Commission Chair Steve Barham, and Commissioners Michael Schlosser,  
6 Joan Crall, Christine Campbell, Jay Morris, and April Swift answered the roll. A quorum was  
7 present.

8 3. **MINUTES:** The Commission considered the minutes from the September 22<sup>nd</sup>, 2025,  
9 Planning Commission Meeting. **Commissioner Crall moved to approve the minutes.**  
10 **Commissioner Swift seconded the motion. The motion passed unanimously.**

11 4. **CITIZENS OPENING COMMENTS:** None.

12 **5. ACTION ITEMS AND NEW BUSINESS:**

13 **A. PUBLIC HEARING-** Case File #1-CU-PC-25, Gary Church request for a  
14 Conditional Use Permit to build and operate a multi-use building, residential and auto  
15 repair, tax lot #13-11—19-BD-04500, 105 NW Maple Street.

16 **Chair Barham** opened the Public Hearing at 2:02 PM, calling for abstentions, ex parte  
17 contact, conflicts of interest, or bias. **Chair Barham** stated for the record that, because of  
18 the location being near Highway 101, it was likely that every Commissioner has driven past  
19 the area. There were no objections to any Commission members participating in the  
20 hearing.

21 For the record, **Chair Barham** read the applicable criteria for this request, such as Chapter  
22 16.30 Downtown District Zone DD, Chapter 16.72 Supplementary Regulations, Chapter  
23 16.76 Signs, and Chapter 16.84 Conditional Uses. He then stated the order in which  
24 testimony would be taken during the hearing and turned the floor over to City Planner Jaime  
25 White.

26 **STAFF REPORT:** **City Planner Jaime White** reviewed the staff report and noted that the  
27 applicant, Gary Church, was present. He stated that the applicant is requesting a

1 Conditional Use Permit to construct and operate a multi-use building consisting of an auto  
2 repair shop on the ground floor with two single-bedroom residential units above, located on  
3 a 5,000-square-foot property within the Downtown District. He noted that the surrounding  
4 zoning includes the Downtown District, R1 Residential, and C1 Commercial. Planner White  
5 explained that the lot is fully paved with no vegetation and includes an alley providing  
6 access to adjacent properties' water meters, trash services, and a propane tank. He also  
7 noted the presence of an existing power pole and communication boxes on the southwest  
8 corner of the property. Water, sewer, and PUD services are available in the street, and the  
9 property is not located within a FEMA floodplain. Reviewing the site plan, he identified the  
10 property lines, clear vision areas, building dimensions for both the auto repair shop and  
11 residential units, and the designated parking spaces. He noted that the plan includes the  
12 large display windows required for commercial buildings. He explained that auto repair  
13 uses, excluding body and fender repair, are limited to a 30-day storage period for  
14 inoperative vehicles and fall under the definition of a service station. He also reviewed the  
15 uses allowed outright and auto-related uses permitted within the Downtown District (DD)  
16 zone. Addressing building setbacks, Planner White noted that the Downtown District has  
17 minimal setback requirements and that buildings may extend to the lot lines with approval  
18 from the Fire District. Given the site's location, the building is oriented close to the street to  
19 encourage a pedestrian-friendly environment. He added that for corner lots, entrances may  
20 be located away from the corner when necessary, as in this case, due to corner utilities. He  
21 further stated that the applicant will install ADA-compliant sidewalks along both Maple  
22 Street and Willow Street and will include a pedestrian amenity, such as a canopy or  
23 awning, along the Willow Street frontage to meet code requirements. **Commissioner**  
24 **Schlosser** asked about fire code requirements related to the nearby propane tank. **Planner**  
25 **White** responded that the City had received comments from the Fire Department that  
26 raised no concerns about the propane tank. The Fire Department's only requirements were  
27 that the building be equipped with an interior sprinkler system, that both the service area  
28 and residential units meet minimum flow requirements, and that the nearest fire hydrant  
29 also meet minimum flow standards. Planner White reviewed the parking requirements and

noted that the proposed parking plan meets all standards, including two spaces per dwelling unit and three spaces for the business, one of which is ADA-compliant. He added that staff recommend signage to designate tenant parking. He also reviewed Downtown District parking restrictions, noting that they do not apply in this case due to the property's lot lines and on-site parking availability. The non-applicable requirements include mandatory alley access, fencing for parking adjacent to residential uses, and restrictions on street-side tenants and employee parking along Highway 101 and Highway 34. He added that signage is proposed on the garage side of the building and near the business entrance on Willow Street. He stated that proper public notice was provided through the newspaper of record and by direct notice to all property owners within 300 feet. He then read into the record an email from an adjacent property owner at 185 Maple Street expressing opposition to the Conditional Use Permit. Planner White concluded by noting that, if approved, the Conditional Use Permit would require substantial work to begin within two years or the permit would become void. He also stated that the Planning Commission retains the authority to revoke the permit if development does not comply with the approved conditions. Staff finds that all applicable standards have been met and that the proposed development is an appropriate use for the site.

**APPLICANT TESTIMONY: Gary Church**, the property owner and petitioner for the Conditional Use Permit, addressed the Commission. He acknowledged the concerns regarding parking and explained that the business would be a one-man auto repair shop and would not be expected to generate high traffic volume. **Commissioner Campbell** inquired about the proposed apartment rental plan. **Mr. Church** responded that both units would be long-term rentals: one intended for a family member who has been on a low-income housing waiting list for more than a year, and the other to be rented at market rate.

**PROPPONENTS:** None.

**OPPONENTS: Bruce Johnson**, owner of 120 SW Maple Street, addressed the Commission in opposition to the Conditional Use Permit, stating that he foresaw significant traffic issues, given the location of the loading dock for the existing business of Hi-School

1 Pharmacy. Noting the concern of the visual from the adjacent properties, and wear and  
2 tear on Maple Street.

3 **APPLICANT REBUTTAL: Mr. Church** stated that the view shouldn't change much,  
4 considering the current property is already a parking lot, and reiterated that the intention is  
5 low-volume auto repair.

6 **FURTHER COMMENTS:** None.

7 **Chair Barham closed the public testimony portion of the hearing at 3:25 PM.**

8 **DELIBERATION: Commissioner Swift** stated that potential noise concerns would be  
9 within the hours of operation and noted that the building design is aesthetically compatible  
10 with the residential character along Maple Street. **Commissioner Campbell** commented  
11 that the project would not obstruct the westward view and added that, within the  
12 Downtown District, new businesses and additional housing are welcome, and some level  
13 of noise and traffic should be expected. **Commissioner Crall** and **Commissioner**  
14 **Schlosser** emphasized the importance of expanding both affordable housing options and  
15 new business opportunities in Waldport. **Commissioner Morris** noted that, given the  
16 proposal for a one-man operation, parking impacts are expected to be minimal. He also  
17 pointed out that the view looking south on Maple Street is from the public right-of-way  
18 rather than from private property, based on the property lines, and observed that illegal  
19 parking frequently occurs in that area. **Chair Barham** stated that he supports the addition  
20 of residential opportunities and expressed appreciation for the building's design. He  
21 acknowledged some concern that the one-way configuration on Willow Street, along with  
22 the new building and sidewalks, may come as a surprise to the community, but noted that  
23 the proposal meets all applicable code requirements.

24 **Commissioner Crall moved to accept the Conditional Use Permit with the conditions**  
25 **set by the City Planner. Commissioner Swift seconded the motion. The motion passed**  
26 **unanimously.**

27 **Commissioner Swift moved to allow Chair Barham to sign the findings prepared by the**  
28 **City Planner. Commissioner Morris seconded the motion. The motion passed**  
29 **unanimously.**

**6. Planner Updates:**

**A. Permits and Violations:** **City Planner White** reported a code violation involving a garage constructed within a clear vision area; the property owner has been required to either remove or relocate the structure. He also noted the issuance of a permit for major septic work on SE Virginia Street. In addition, a Stop Work notice was issued for a single-family home reroofing project after the County Inspector discovered that the scope of work had expanded to include the removal of siding and interior finishes and the addition of a bathroom. Planner White further reported that new sign permits have been issued for the business Quilters Cove, located at the corner of Highway 101 and Highway 34. Building permits have also been issued to convert a garage workshop into an accessory dwelling unit (ADU) and to construct an extended patio roof. He concluded by informing the Commission of recent changes to the permit process, which now require all permit applications to be submitted electronically directly to the County. The County will then notify the City Planner upon receipt of each submission.

**B. CITY NEWS:** The Commission discussed the newly constructed sidewalks on Crestline and ways to encourage student use, including outreach by the school and the use of crossing guards. **City Planner White** stated that a solar-powered flashing light and fencing will be installed once the project is completed and formally turned back over to the City. He also reported that the Industrial Park sewer project has been completed. Planner White noted that the animal shelter is scheduled to open in January and that its water and sewer systems are fully operational. He added that Southworth Park has engaged a new concrete contractor who is preparing cost estimates to repair the poured courts and other flatwork. He further reported that the Interpretive Center was temporarily closed due to a leaking roof and that repairs are currently underway. He informed the Commission that a long-term City employee will retire at the beginning of the year and that a new position will be created for general landscaping and building maintenance. He also noted that the recent recall effort involving six City Councilors was unsuccessful. Reviewing the upcoming schedule, Planner White advised the Commission of a City Council meeting on December 11, a Planning Commission meeting on December 22 that may be canceled,

and the City Tree Lighting ceremony on December 6. He also noted that City Hall will be closed in observance of Thanksgiving, Christmas, and New Year's Day. **Commissioner Swift** commented that the reflectors along Crestline, heading toward Southworth Park, are aligned in a way that may be confusing for drivers at night.

**7. CITIZENS' CLOSING COMMENTS:** None.

**8. COMMISSION CLOSING COMMENTS:** **Commissioner Crall** expressed appreciation for the addition of two new residential units to the community. **Commissioner Schlosser** raised concerns regarding the junkyard on Ann Street, noting that he had heard a rumor that the property owner intended to wait out the City due to an attorney backlog and potentially convert the site into a full-scale wrecking yard. The Commission also discussed a property near the school that has recently been listed for sale and its potential for future housing development. It was determined that the property falls under County jurisdiction. This led to a broader discussion regarding possible annexation opportunities.

**Commissioner Swift** asked about the feasibility of developing a trail connection from the Painters' property to Lint Slough. **City Planner White** reviewed mapping that shows various easements related to the Lint Slough Trail and noted that future plans include improvements to the driveway at the end of Midge Drive to provide parking for a trailhead.

**9. ADJOURNEMENT:** With no further business before the Commission, Chair Barham adjourned the meeting at 4:15 PM.

Respectfully Submitted,

Megan Torres, Municipal Clerk

APPROVED by the Planning Commission this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

SIGNED by the Chair this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

X

Steve Barham, Chair



Memo: Spruce Ridge Subdivision Phase 3  
From: Jaime White, City Planner  
To: Waldport Planning Commission  
Date: January 26, 2026

Re: Request from the Spruce Ridge developer, Michael Schlosser, to terminate the Spruce Ridge Subdivision after Phase 2.  
Case File #1-SUB-PC-23

The Planning Commission must determine if the request represents a “substantial” revision, and if a new application for tentative approval is required. A new application would require approvals as outlined in WMC Chapter 16.100.

#### Waldport Municipal Code

#### Chapter 16.100.050 Procedure for Subdividing, Partitioning Or Replatting Land

G. Revision of tentative plan. If an approved tentative plan of a partition or administrative replat is to be substantially revised, such revision shall be filed as a new application for tentative plan approval. If an approved tentative plan for a subdivision or replat described in subsection (D)(2) of this section is revised in any way, the Planning Commission shall review the proposed revision to determine if a new application for tentative approval will be required.

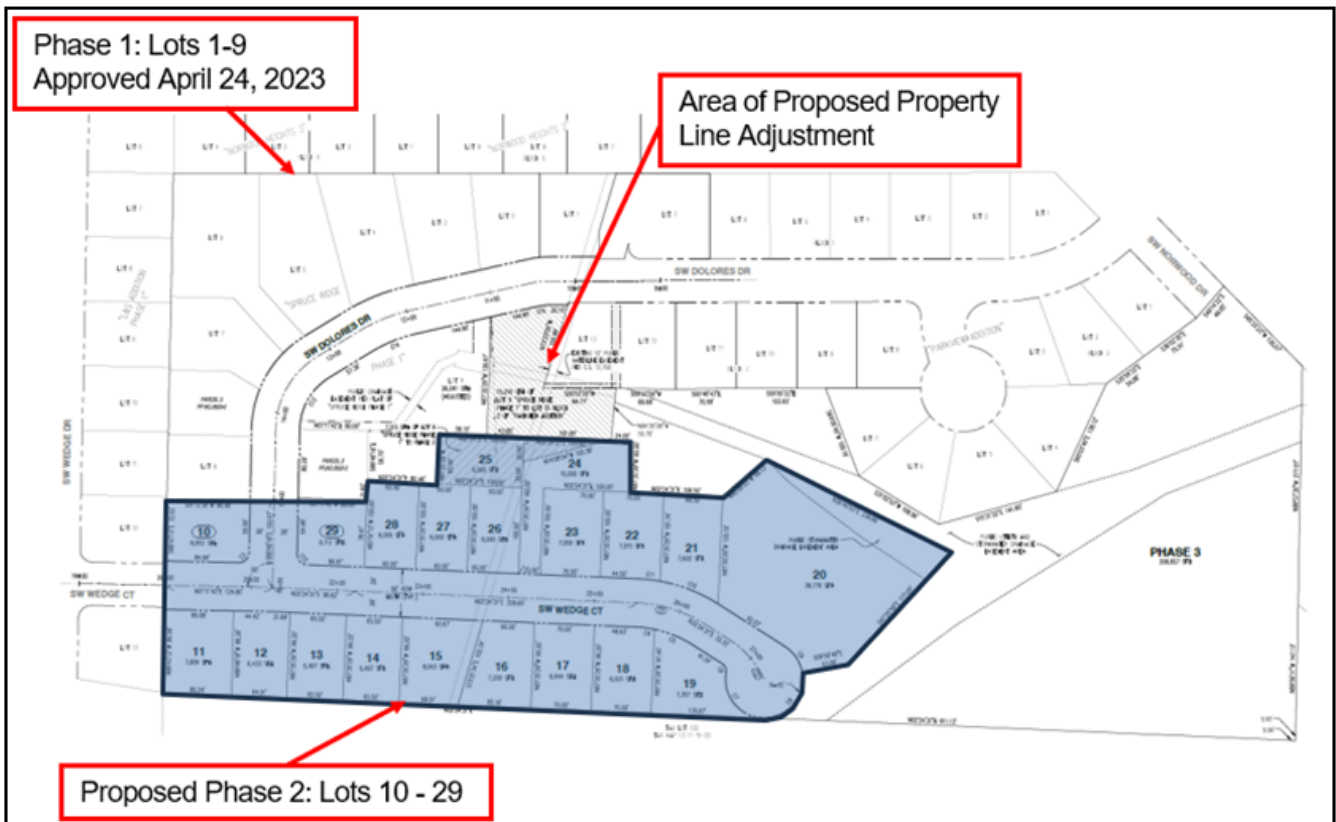
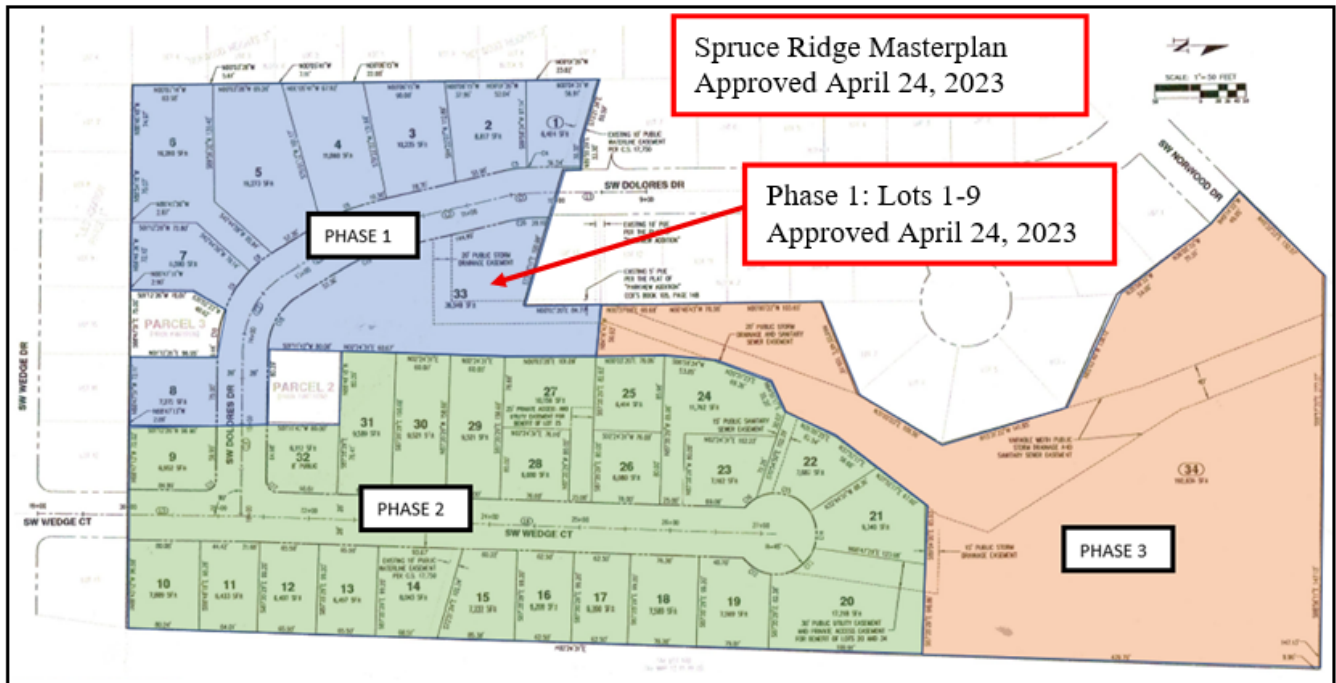
D.2. If the proposed replat involves four (4) lots or more or includes changes to street right-of-ways, utilities, or any other features besides boundary lines, procedure for review and approval of the tentative plan shall be as set forth in Section 16.108.020(C) of this title.

#### Background:

- Spruce Ridge Subdivision Masterplan was approved on April 24, 2023. This approval created a 34-lot subdivision on 13.4 acres of undeveloped land. Phase 1 (Lots 1-9) was also approved on April 24, 2023.
- Phase 2 (Lots 10-29) was approved on August 7, 2025.
- Phase 3 is 4.79 acres in size. Both of the above approvals mentioned wetlands and steep slopes in Phase 3.

#### Discussion

- Required infrastructure for the full Subdivision will be completed with Phase 2 (roadway, water, sewer, and storm drainage).
- Roadway connection to Wedge Court will be completed with Phase 2.
- Trail connection to the Woodland Trail will be completed with Phase 2.
- If approved, Phase 3 will become its own taxlot. This new taxlot will be subject to all relevant sections of the development code for R-1 zones including future partitions and subdivisions.



CITY OF WALDPOR  
2026 LAND USE & BUILDING PERMIT ACTIVITY  
11/19/25 – 1/21/2026

| Date     | Applicant            | Type of Activity | Zoning                         | Location                                      | Description            | Status/Comments |
|----------|----------------------|------------------|--------------------------------|-----------------------------------------------|------------------------|-----------------|
| 11/26/25 | Snow<br>Hilltop Cafe | Building Permit  | C-1, Waldport<br>South Overlay | 828 SW Pacific Coast Hwy<br>13-12-24-DD-00300 | Enclose patio          | approved        |
| 11/26/25 | Schlosser            | Building Permit  | R-1                            | 930 SW Dolores Dr<br>13-11-19-CD-02500        | New Single Family Home | approved        |
| 12/4/25  | Grunwald             | Building Permit  | R-1                            | 845 SW Range Drive<br>13-11-30-BB-03100       | New Single Family Home | Approved        |
| 12/16/25 | Grunwald             | Building Permit  | R-1                            | 845 SW Range Drive<br>13-11-30-BB-03100       | Greenhouse             | Approved        |
| 12/29/25 | Wilson               | Building Permit  | R-1                            | 1520 SW Ocean Terrace<br>13-11-30-BB-02000    | Replace existing deck  | approved        |

#### News

- Crestline Sidewalks – Almost complete. Fence installed along steep portions.
- Animal shelter opening to public February 2026?
- Southworth Park – Work on walking path has begun. Ball fields getting ready for season.
- Interpretive Center & Museum – roof repairs ongoing.
- Waldport is hiring – The city will be posting a position shortly for general landscape/building maintenance (seasonal, winter maintenance, summer landscaping) to replace a retired employee.
- Sheriff staffing shortage – The LCSO has informed the city that for the foreseeable future, the city will not have the primary deputy contracted with the city. This means that we are effectively down to 0.5 FTE from 2.0 FTE a year ago.
- Drinking Water Protection Plan Public Meeting - The City will be hosting a Drinking Water Protecting Plan public meeting on January 29th at the Community Center. The DWPP is being developed based on a grant received last year to create a planning document to prioritize and develop strategies for addressing threats to our water supply.

#### Schedule

- City Council Meeting February 12, 2026
- Holiday – Monday February 16, 2026
- Planning Commission Meeting Monday February 23, 2026