

TUESDAY WORK SESSION AGENDA
August 12, 2025
Courthouse Conference Room

THE LOCATION OF THIS MEETING IS ADA ACCESSIBLE. PLEASE ADVISE THE BOARD OF COMMISSIONERS (503-623-8173)
AT LEAST 24 HOURS IN ADVANCE IF YOU NEED SPECIAL ACCOMMODATIONS TO ATTEND OR TO PARTICIPATE IN THE
MEETING VIRTUALLY.

**Approximate
Time**

AGENDA

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| 9:00 a.m. | <ol style="list-style-type: none">1. CALL TO ORDER – PLEDGE OF ALLEGIANCE2. COMMENTS (for items not on this agenda and limited to 3 minutes. We encourage all community members to engage with public comments to the Board of Commissioners. However, out of respect for our audience and a general sense of decorum please refrain from vulgar, threatening or inappropriate language.)3. APPROVAL OF THE AGENDA4. APPROVE MINUTES OF August 5, 20255. STAR RECOGNITION AWARD – Christi Pontier6. APPEAL FOR PLANNING FILE FD 24-02 – Sidney Shorter7. NON-LISTED ITEMS (Pursuant to ORS 192.640) |
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Regular meetings of the Board of Commissioners are held on Tuesday and Wednesday each week. The meetings are held in the Board of Commissioners' conference room, 850 Main Street, Dallas, Oregon. Each meeting begins at 9:00 a.m., and is conducted according to a prepared agenda that lists the principal subjects anticipated to be considered. Pursuant to ORS 192.640, the Board of Commissioners may consider and take action on subjects that are not listed on the agenda. The Board also holds a department staff meeting at 9:00 a.m. on Every Monday in the Commissioners Conference Room at 850 main Street, Oregon.

The Homeless Prevention Advisory Council (AKA P.A.T.H.S) will be meeting on August 13, 2025 from 12:00 pm to 2:00 pm located at 1407 Monmouth Independence Hwy, Monmouth OR 97361.

APPEARANCE OF INTERESTED CITIZENS

The Board sets aside a time at each regular meeting for comment by the public on subjects not appearing on the Agenda. Individuals may come forward and make any statement they wish, but not to exceed three (3) minutes in length, except as is required to give concise answers to questions from Board members. If the subject will require a lengthier presentation, or merits inclusion as an item on the Agenda of a future meeting, the Board may schedule it accordingly.

POLK COUNTY BOARD OF COMMISSIONERS
TUESDAY MEETING MINUTES
August 5, 2025

1. At 9:00 a.m., Commissioner Pope declared the Tuesday meeting of the Polk County Board of Commissioners in session and led the Board and attending audience in the Pledge of Allegiance. Commissioner Gordon and Commissioner Mordhorst were present.

2. COMMENTS (for items not on this agenda):

None.

3. AGENDA: **COMMISSIONER MORDHORST MOVED, COMMISSIONER GORDON
SECONDED TO APPROVE THE AGENDA**

**ALL VOTED YES.
MOTION PASSED BY UNANIMOUS VOTE OF THE BOARD.**

4. MINUTES: **COMMISSIONER GORDON MOVED, COMMISSIONER MORDHORST
SECONDED TO APPROVE THE MINUTES OF July 29, 2025**

**ALL VOTED YES.
MOTION PASSED BY UNANIMOUS VOTE OF THE BOARD.**

5. NON-LISTED ITEMS - (Pursuant to ORS 192.640, the Board of Commissioners considered the below identified non-listed items.)

Greg Hansen, Administrative Officer, stated that the Polk County Fair begins tomorrow.

Commissioner Pope adjourned the meeting at 9:03 a.m.

Minutes: Nicole Pineda
Approved: August 12, 2025



POLK COUNTY

POLK COUNTY COURTHOUSE ★ DALLAS, OREGON 97338
(503) 623-9237

COMMUNITY DEVELOPMENT

AUSTIN M'GUIGAN
Director

MEMORANDUM

TO: Polk County Board of Commissioners
FROM: Eric Knudson, Senior Planner & Sidney Shorter, Planning Manager
DATE: August 7, 2025
SUBJECT: Appeal for Planning File FD 24-02
OWNER: Crowe Farms LLC
APPLICANT: Bradley Crowe
APPELLANT: Brian Crowe

Tuesday, August 12, 2025 Agenda

RECOMMENDATION:

After reviewing the full record and appeal of the Polk County Planning Director's decision on Planning File FD 24-02, the Board must determine the hearing body and direct staff to set the matter for a public hearing. Due to the narrow quasi-judicial scope and technical nature of the appeal, staff recommends that the Board of Commissioners set the matter for a hearing before the Polk County Hearings Officer, which, pursuant to Polk County Zoning Ordinance (PCZO) 111.280, would constitute the final local decision that would then be ratified by the Board of Commissioners.

ISSUE:

On August 6, 2025, a timely appeal with the appropriate fee was submitted to the Polk County Community Development Department of the Planning Director's approval of a "dwelling for family farm help" application (FD 24-02) on the property located at 17200, 17208, and 17214 Pleasant Hill Road, Sheridan, Oregon 97378 (T6S, R6W, Section 14, Tax Lots 301 and 400). On receiving an appeal of a land use decision made by the Planning Director, the Community Development Department shall deliver to the Board of Commissioners the application and all other documents constituting the entire record of the action under appeal.

On August 7, 2025, the Community Development Department provided to the Board of Commissioners the entire record for this matter. Pursuant to PCZO 111.280, the Board of Commissioners must determine the hearings body and direct staff to set the matter for a public hearing.

BACKGROUND:

On December 12, 2024 the applicant submitted a land use application proposing to authorize a family farm help dwelling on an approximately 84.1 acre parcel (part of an approximately 230.1 acre tract) located within the Exclusive Farm Use (EFU) Zoning District. The applicable review and decision criteria found in PCZO 136.040(H) require, in part, that the family farm help dwelling be occupied by a

relative of the farm operator whose assistance in the management and farm use of the existing commercial farm operation is required by the farm operator. The criteria also requires that the farm operator shall continue to play the predominant role in the management and use of the farm. The applicant identified the primary farm operator as Steve Crowe, who resides in the single-family dwelling identified as 17200 Pleasant Hill Road. The family farm help dwelling would be occupied by the primary farm operator's grandson, Bradley Crowe, who would assist in the management of the existing farm operation on the subject property. The application was deemed complete on June 10, 2025.

The Planning Director found that the application met the applicable review and decision criteria and approved the application. On July 28, 2025 the Planning Director's decision was mailed to surrounding property owners and other interested parties pursuant to PCZO 111.240(A). On August 6, 2025, the appellant filed a timely appeal of the Planning Director's decision.

The appeal appears to assert that Steve Crowe is not the primary farm operator and that either some or all of the farmland on the subject tract is leased out to other farmers not related to Bradley Crowe. These issues were addressed in the initial staff report. However, it appears that the appellant has provided additional information to support these claims. Planning staff will prepare an additional memorandum addressing the appeal issues that are applicable to the review and decision criteria, after the Board of Commissioners determines the hearing body and directs staff to set the matter for a public hearing. Due to the narrow quasi-judicial scope and technical nature of the appeal, and because the appeal is not a matter of county-wide policy, staff recommends that the Board of Commissioners set the matter for a hearing before the Polk County Hearings Officer.

DISCUSSION/ALTERNATIVES:

The Board of Commissioners alternatives in this matter include the following:

1. Direct Staff to schedule a public hearing before the Polk County Hearings Officer pursuant to PCZO 111.280 and provide notice; or
2. Direct Staff to schedule a public hearing before the Polk County Board of Commissioners pursuant to PCZO 111.280 and provide notice; or
3. Other.

FISCAL IMPACTS:

No fiscal impacts to the County have been identified other than the costs associated with the public hearing, notice and processing.

EXHIBITS:

The full record and appeal materials are available for your review in the Board of Commissioners Office under the care of Polk County Legal Counsel.