

TUESDAY WORK SESSION AGENDA
October 28, 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

- | | |
|-----------|--|
| 9:00 a.m. | 1. CALL TO ORDER – PLEDGE OF ALLEGIANCE |
| | 2. 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 AGENDA |
| | 4. APPROVE MINUTES OF October 21, 2025 |
| | 5. APPEAL FOR PLANNING FILE RD 25-10 – Eric Knudson |
| | 6. OPERATION GREENLIGHT & RESOLUTION NO. 25-12 |
| | 7. NON-LISTED ITEMS (Pursuant to ORS 192.640) |

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 Polk County Board of Commissioners will be attending the Polk County Local Public Safety Coordinating Council meeting on November 3, 2025 at 12:00 p.m., located at 850 Main St., Dallas, OR 97338.

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
October 21, 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 MORDHORST MOVED, COMMISSIONER GORDON
SECONDED TO APPROVE THE MINUTES OF October 14, 2025**

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

5. COMMUNITY CORRECTIONS UPDATE

Jodi Merritt, Community Corrections Director, was present today to give the Board a brief department update. Mrs. Merritt shared a spreadsheet to the Board and staff and stated that the department is running well and shared their current staffing levels. She stated that the spreadsheet that she prepared shows how the proposed budget reductions from the DOJ for the biennium and how it will potentially impact her department and which funds will be impacted. Commissioner Gordon asked a clarifying question about the numbers that were presented and Mrs. Merritt answered his question and stated that they do have some cost savings due to having two vacant positions. Commissioner Pope asked her to clarify who she is referring to when she says "they" for the record and Mrs. Merritt said this is in response to the Federal reductions and the Big Beautiful Bill. Commissioner Pope thanked her for clarifying that for the record and shared his concerns with what is happening from the State level. Commissioner Gordon acknowledged that reductions are coming and is guessing the 5% is a minimum and Mrs. Merritt stated that they are guessing that another 2.5% will be coming on top of the 5%. Commissioner Gordon asked her to talk more about her staffing levels and explain what their current caseloads are and Mrs. Merritt responded to his question. Commissioner Mordhorst talked about the cost per parolee and recapped that Mrs. Merritt was asking to be paid \$18.18 per parolee but they were given \$15 and based on cost-of-living increases, they should be getting paid \$22 per parolee. Commissioner Mordhorst recognized her and her team for all their hard work. Mrs. Merritt handed out a recap of a National Domestic Sweep Investigation and she explained what this was for. Mrs. Merritt stated that this was a coordinated event, working with the Polk County Sheriff's Office and other law enforcement officers and she wanted to recognize everyone's efforts.

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

None.

At 9:23 A.M. THE Board of Commissioners met in Executive Session pursuant to ORS 192.660(2)(f) To consider information or records that are exempt by law from public inspection.

The executive session ended at 10:12 a.m. and Commissioner Pope asked staff to move forward as directed and adjourned the meeting.

Minutes: Nicole Pineda
Approved: October 28, 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
DATE: October 24, 2025
SUBJECT: Appeal for Planning File RD 25-10
OWNER/APPLICANT: Lee Lamers
APPELLANT: Lee Lamers
**APPELLANT'S
REPRESENTATIVE:** Wallace Lien

Tuesday, October 28, 2025 Agenda

RECOMMENDATION:

After reviewing the full record and appeal of the Polk County Planning Director's decision on Planning File RD 25-10, 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 October 23, 2025 a timely appeal with the appropriate fee was submitted to the Polk County Community Development Department of the Planning Director's denial of a "replacement dwelling" application (Planning File RD 25-10) on the property located at 11290 Monmouth Highway, Monmouth (T8S, R5W, Section 35, Tax Lot 302 and a portion of Tax Lot 301). 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 October 24, 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 June 2, 2025 the applicant submitted a land use application proposing to establish a replacement dwelling on an approximately 81.4 acre parcel located within the Timber Conservation (TC) Zoning District. On June 27, 2025, staff deemed the application incomplete and requested additional

information from the applicant. On September 17, 2025, the applicant provided the missing information and requested staff to accept the application as complete, with written notice that no other information would be provided.

The applicable review and decision criteria found in PCZO 177.035(B) require, in part, that the dwelling proposed to be replaced is a lawfully established dwelling. The dwelling proposed to be replaced was originally established in 1986 as a family farm help dwelling, and was accessory to a primary dwelling located at 11300 Monmouth Highway (T8S,R5W, Section 35, Tax Lot 304). Although the applicant's dwelling was originally lawfully established, staff found that the dwelling was no longer accessory to the primary dwelling and had not been subsequently authorized to remain on the property as a primary dwelling. For this reason, staff determined that the dwelling was no longer lawful and thereby was not eligible for replacement under PCZO 177.035(B). On October 16, 2025, the Planning Director found that the application did not meet all of the applicable review and decision criteria and denied the application. On October 16, 2025 the Planning Director's decision was mailed to surrounding property owners and other interested parties pursuant to PCZO 111.240(A). On October 23, 2025, the appellant filed a timely appeal of the Planning Director's decision.

In this appeal, the appellant is also the applicant and property owner. The appellant is asserting that Polk County has no authority in its code, or using any interpretation of any State statute, to take away the right that the property owner has to a dwelling on their property. They assert that the dwelling proposed to be replaced was lawfully established and that once a dwelling is lawfully established, that status is vested and cannot be taken away. They further contend that subsequent land use decisions on the subject property or adjoining properties cannot *de facto* take away the vested right of that which has already been lawfully established. Planning staff addressed each of these points within the staff report.

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.



POLK COUNTY OREGON
— Operation Green Light —
2025

A SALUTE TO OUR VETERANS

In advance of the upcoming Veterans Day holiday, Polk County announced that the County Courthouse would be illuminated green November 4th through the 11th as part of Operation Green Light, a national collaborative initiative of the National Association of Counties (NACo) that began in 2022 to support military veterans, as well as raise awareness about the unique challenges faced by many veterans and the resources that are available at the county, state, and federal level to assist veterans and their families.

In addition to lighting county buildings, residents and businesses are encouraged to participate by simply changing one light bulb in their house to a green bulb. This can be an exterior light that neighbors and passersby see, or an interior light that sparks a conversation with friends.

By shining a green light, we let our veterans know that they are seen, appreciated, and supported. While this event is focused around the week of Veterans Day (November 4th -11th), participants are encouraged to continue shining the light year-round. Residents can share their participation on social media using the hashtag #OperationGreenLight.

**BEFORE THE BOARD OF COMMISSIONERS
FOR POLK COUNTY, OREGON**

In the Matter of Supporting Operation)
Greenlight in Support of Veterans)

RESOLUTION NO. 25-12

WHEREAS, the residents of Polk County have great respect, admiration, and the utmost gratitude for all of the men and women who have selflessly served our country and this community in the Armed Forces; and

WHEREAS, the contributions and sacrifices of the men and women who served in the Armed Forces have been vital in maintaining the freedom and way of life enjoyed by our citizens; and

WHEREAS, Polk County seeks to honor these individuals who have paid the high price for freedom by placing themselves in harm's way for the good of all; and

WHEREAS, Veterans continue to serve our community in Veteran Services Organizations, National Guard, religious groups, civil service, and by functioning as County Veteran Service Officers to help fellow former service members access more than \$52 billion in federal health, disability and compensation benefits each year; and

WHEREAS, Polk County appreciates the sacrifices of our United States Military Veterans and believes specific recognition should be granted; therefore be it

RESOLVED, with designation as a Green Light for Veterans County, Polk County hereby declares from November 4th 2025 through November 11th 2025 a time to salute and honor the service and sacrifice of our men and women in uniform; therefore, be it further

RESOLVED, that in observance of Operation Green Light, Polk County encourages its citizens in patriotic tradition to recognize the importance of honoring all those who made immeasurable sacrifices to preserve freedom by displaying a green light in a window of their place of business or residence.

Dated this 28th day of October, 2025 at Dallas, Oregon.

POLK COUNTY BOARD OF COMMISSIONERS

Craig Pope, Chair

Lyle Mordhorst, Commissioner

Jeremy Gordon, Commissioner

Approved as to Form:

Morgan Smith, County Counsel