

**WESTFIR CITY COUNCIL PUBLIC HEARING**  
**Wednesday, December 11, 2024, 5:30 p.m.**  
**In person at City Hall and via audio/video teleconference**

**MINUTES**

The public hearing was held for the purpose of taking comments on the following development applications:

Case No. PAPA 24-01: An application to make text amendments to the Westfir Land Development Code to add a Public Facilities zone; to allow Manufactured Home Parks in the High-Density Residential Zone (R-3) and Community Residential (CR) Zone; to remove references to the number of dogs allowed in the CR zone; to remove commercial pet kennels as a permitted use in the R-1, R-2 and R-3 Zones; and to remove code language for consistency with HB 4064 (2022).

Case No. PAPA 24-02: An application to adopt the Westfir Housing Needs Analysis and amend the Westfir Comprehensive Plan to incorporate and reference the Housing Needs Analysis as an element of Goal 10 – Housing.

Mayor D'Lynn Williams opened the public hearing at 5:30 p.m. Councilors Kelly Packard, Deretta Huey and City Recorder Nicole Tritten were present in person. Councilor Edward Johnstone was present via video. Councilor Katherine Bishop was absent without notice. Henry Hearley of Lane Council of Governments was present via video.

Mayor Williams stated that the City Council was receiving a recommendation from the Planning Commission for approval and adoption of PAPA 24-01 and PAPA 24-02. The City Council would take final action on both applications and, if approved, the adoption would occur via ordinances prepared by the Westfir City Recorder. The Mayor read aloud the list of proposed amendments to the Westfir Development Code; and she explained the proposed formal adoption of the Housing Needs Analysis (HNA) and the HNA-related amendment to the Westfir Comprehensive Plan.

No Council member wished to make any disclosure, or abstain from participating or voting on the applications because they might gain financially as a result of the applications; because they owned property within the area entitled to receive notice of the hearing; because they had a direct private interest in the proposal; or because they had determined that they could not be impartial.

No Council member declared any contact, written or otherwise, with the applicant or any other party involved in the hearing; or any other source of outside information regarding the subject of the hearing.

No person present objected to the Westfir City Council's jurisdiction on the matter.

Henry Hearley gave the staff report. Mr. Hearley took a question from Councilor Johnstone.

There was no public comment in favor or in opposition. There being no public testimony and no request to keep the record open, Mayor Williams closed the public hearing at 5:43 p.m. and closed the record at 5:43 p.m. She then proceeded to the Special Meeting, to enter into deliberations and to issue a determination on the applications.

**WESTFIR CITY COUNCIL SPECIAL MEETING MINUTES**  
**Wednesday, December 11, 2024, following the public hearing**  
**In person at City Hall and via audio/video teleconference**

**MINUTES**

**CALL TO ORDER:**

Mayor D'Lynn Williams called the Special Meeting to order at 5:44 p.m.

The Mayor stated that the Westfir Charter requires adoption of an ordinance at two meetings. However, the Council may adopt an ordinance at a single meeting provided that the proposed ordinance is available in writing to the public at least one week before the meeting. Mayor Williams attested that Ordinances 145 and 146 were posted to the City's website on December 4, 2024, one week prior to the meeting, and therefore could be adopted at a single meeting.

**ORDINANCES 145 and 146:**

Mayor Williams made a motion to approve the text amendments as presented in Ordinance No. 145, an ordinance adopting the Housing Needs Analysis and amending the Westfir Comprehensive Plan related to Housing Policy, based on findings as referenced in the Ordinance as Exhibit A. The Housing Needs Analysis report is referenced as Exhibit B in the Ordinance, and the amendments to the Comprehensive Plan are referenced as Exhibit C.

**And:**

Mayor Williams made a motion to approve the text amendments as presented in Ordinance No. 146, an ordinance amending the Westfir Development Code, based on the findings as referenced in the Ordinance as Exhibit A. Amendments to Westfir Development Code are referenced in the Ordinance as Exhibit B.

Councilor Packard seconded, and the motions carried, 4-0.

**AYES:** Williams, Packard, Huey, Johnstone    **NAYS:** 0    **ABSTENTIONS:** 0

*Mr. Hearley left the meeting at 5:47 p.m.*

**RESOLUTION 562 ELECTION RESULTS:**

Mayor Williams read aloud the text of the Resolution. The Mayor made a motion to approve Resolution 562, notice of election results for the City of Westfir. Councilor Johnstone seconded, and the motion carried, 4-0.

**AYES:** Williams, Packard, Huey, Johnstone    **NAYS:** 0    **ABSTENTIONS:** 0

**DECLARE A VACANCY FOR MAYOR:**

Mayor Williams stated that Mayor-elect Shawn Anderson had resigned in an email message. Mayor Williams made a motion to declare a vacancy for mayor. Councilor Packard seconded, and the motion carried, 4-0.

**AYES:** Williams, Packard, Huey, Johnstone    **NAYS:** 0    **ABSTENTIONS:** 0

**DECLARE A VACANCY FOR CITY COUNCIL:**

Mayor Williams stated that Councilor Kelly Packard had submitted a letter of resignation as of December 31, 2024. The Mayor made a motion to declare a vacancy for City Council Seat 1. Councilor Johnstone seconded, and the motion carried, 4–0.

**AYES:** Williams, Packard, Huey, Johnstone    **NAYS:** 0    **ABSTENTIONS:** 0

**CONFLUENCE PARK CULTURAL RESOURCES SURVEY:**

Mayor Williams stated that the final survey report had been received from the University of Oregon, and the report found no cultural artifacts that would prevent development of the park. Mayor Williams moved to accept the Turtle Island Park Cultural Resource Survey (aka Confluence Park). Councilor Johnstone seconded, and the motion carried, 4–0.

**AYES:** Williams, Packard, Huey, Johnstone    **NAYS:** 0    **ABSTENTIONS:** 0

**ADJOURN MEETING:**

Mayor Williams moved to adjourn the meeting. Councilor Packard seconded, and the meeting was adjourned at 6:00 p.m.

**AYES:** Williams, Packard, Huey, Johnstone    **NAYS:** 0    **ABSTENTIONS:** 0

Respectfully submitted,

D'Lynn Williams, Mayor	ATTEST: Nicole Tritten, City Recorder	DATE

*The December 11, 2024, minutes were signed by the Council President and City Recorder on January 8, 2025.*