

**CITY OF HUBBARD
PLANNING COMMISSION MINUTES
JUNE 16, 2020**

CALL TO ORDER. The Hubbard Planning Commission meeting was called to order at 6:36 p.m. by the Planning Commission Chairman Anthony San Filippo virtually via ZOOM because of the COVID - 19 virus.

Planning Commission Present: Planning Commission Chairman Anthony San Filippo, Planning Commissioner Glenn Holum, and Planning Commissioner Jessica Countryman. Planning Commissioner Scott Stierle came into meeting at 6:39 p.m.

Unexcused: Planning Commissioner Nik Kulikov.

Staff Present: Director of Administration/City Recorder Vickie Nogle, City Planner Holly Byram, MWVCOG, Public Works Superintendent Michael Krebs, Public Works Administrative Manager Melinda Olinger, Administrative Assistant/Court Clerk Julie Hedden.

Guest: Steve Kay with Cascadia Planning & Design.

FLAG SALUTE.

Planning Commission Chairman Anthony San Filippo led the group in reciting the Pledge of Allegiance.

APPROVAL OF THE MAY 19, 2020, PLANNING COMMISSION MEETING MINUTES. MSA/Planning Commissioner Jessica Countryman / Planning Commissioner Glenn Holum moved to approve the minutes from the May 19, 2020 meeting. Planning Commission Chairman Anthony San Filippo, Planning Commissioner Glenn Holum, and Planning Commissioner Jessica Countryman were in favor. Motion passed unanimously.

PARTITION APPLICATION (#PAR 2020-02 BROADACRES, BRONEC) – 11984 BROADACRES ROAD NE, Tax lot 041W3300100 – Steve Kay, Cascadia Planning & Design. City Planner Holly Byram summarized the Staff report that was provided in the packet. She said in the Hubbard Development Code a Partition is a Type 1, Level 2 action which means that it is not a public hearing, it is a Planning Commission decision based upon the Staff recommendation.

City Planner Holly Byram said the Staff report that is in the packet goes over all the criteria and this is the property that was just approved for annexation and zone change. She stated this is a really big piece of property and what they are doing now is separating the part that is inside the Urban Growth Boundary and City Limits from the part that is outside of the UGB and City Limits so it is only a 2 lot Partition.

City Planner Holly Byram said overall the property is 81.52 acres, the part that is inside the Urban Growth Boundary/City Limits is 51.74 acres and the part that is outside is 24.21 acres, so

PAGE 2 – PLANNING COMMISSION MEETING MINUTES JUNE 16, 2020

they want to remove the piece that is outside the UGB and that stays within Marion County jurisdiction and the intention is to keep it for agriculture use. She stated with this they will be able to come in for Parcel 1 with a development application in the future, so it will be a clean break with the County. H. Byram said these types of applications are sent to Marion County for their comments and they did not have any concerns, as long as that remaining piece stays intact and for agriculture use, which it will be.

City Planner Holly Byram went through the Review Standards for the application. She said on the bottom of Page 5 there is a statement that says “no parcel within an approved partition may be redivided within the same calendar year in which it was recorded, except through the subdivision process.” She stated this means if this partition is approved the applicant cannot come back with another Partition application within the next year, but they can come back with a subdivision application and that is probably what you will see in the future.

Planning Commissioner Scott Stierle entered the meeting at 6:39 p.m.

City Planner Holly Byram said in regard to streets, there is no development proposed at this time for this application, the properties have access on Broadacres Road and Front Street and when the property comes in for development in the future, that is when they will propose a Street plan that will show new interior streets that they will be providing. She stated the Applicant is proposing right-of-way dedication on both streets with this application, so you will get the right-of-way that is needed with this development.

City Planner Holly Byram said in terms of improvement requirements, typically a partition would require the developer to install a fire hydrant, street improvements, water hookup, sewer hookup, storm drain, and street lights, but there is no development proposed at this time so it does not make sense for the developer to put in infrastructure if you do not know specifically what the connections will be. She stated one of the Conditions of Approval for the annexation and zone change was to give us full master plans for sewer, water, and street, so those master plans will come with any kind of development application.

City Planner Holly Byram said based on the Hubbard Development Code it is a very straight forward partition, and Staff is recommending the partition be approved. She stated as part of the process, notices were sent to the neighbor property owners and they had an opportunity to comment and there was contact received that asked a question about wetlands, and she reassured him that there would be a time to review those reports and maps at the time of development application.


City Planner Holly Byram said she has included four conditions of approval: No parcel can be re-divided by a partition in the next calendar year, they will have 2 years to submit their partition plat, they need to comply with the Marion County surveyors requirements, and they need to provide a recorded plat to the City after recording. She stated the action she is recommending is to approve this partition plat, adopting the staff report finding and the conditions of approval.

PAGE 3 – PLANNING COMMISSION MEETING MINUTES JUNE 16, 2020

Planning Commissioner Glen Holum said he had no specific questions, but if the applicant wanted to speak, he would be interested in hearing any comments he has. The applicant had no comments.

MSA/Planning Commissioner Glen Holum/Planning Commissioner Jessica Countryman made a motion to approve Partition file # Par 2020-02 as presented, adopting the staff report findings and recommended conditions of approval. Planning Commissioners Scott Stierle, Planning Commissioner Chairman Anthony San Filippo, Planning Commissioner Glenn Holum, and Planning Commissioner Jessica Countryman were in favor. Motion passed unanimously.

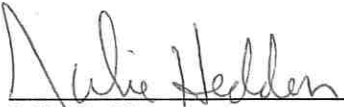
ADJOURNMENT. (The next scheduled Planning Commission Meeting will be July 21, 2020 at 6:30 p.m.) MSA/Planning Commissioner Glen Holum /Planning Commissioner Jessica Countryman moved to adjourn the meeting. Planning Commissioner Scott Stierle, Planning Commissioner Glenn Holum, Planning Commissioner Chairman Anthony San Filippo, and Planning Commissioner Jessica Countryman were in favor. Motion passed unanimously. Meeting was adjourned at 6:48 p.m.



Anthony San Filippo
Planning Commission Chairman

ATTEST:


Vickie L. Nogle, MMC
Director of Administration/City Recorder



Julie Hedden
Administrative Assistant/Court Clerk
Recording & Transcribing