

**CITY OF HUBBARD  
PLANNING COMMISSION MINUTES  
JULY 21, 2020**

**CALL TO ORDER.** The Hubbard Planning Commission meeting was called to order at 6:33 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, Planning Commissioner Nik Kulikov.

**Unexcused:** Planning Commissioner Glenn Holum

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

**Guest:** Mike Holleman.

**FLAG SALUTE.**

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

**APPROVAL OF THE JUNE 16, 2020, PLANNING COMMISSION MEETING MINUTES.** MSA/Planning Commissioner Scott Stierle / Planning Commissioner Jessica Countryman moved to approve the minutes from the June 16, 2020, meeting. Planning Commission Chairman Anthony San Filippo, Planning Commissioner Nik Kulikov and Planning Commissioner Jessica Countryman were in favor. Motion passed unanimously.

**PUBLIC HEARING**

- a) Site Development Review (DR #2020-02) to construct a second 13,000 SF general manufacturing building – Mike Holleman (2690 Industrial Avenue.)**

Planning Commissioner Chairman Anthony San Filippo opened the Public Hearing at 6:35 p.m.

Planning Commissioner Chairman Anthony San Filippo read the legislative hearing statement.

City Planner Holly Byram, MWVCOG, read the criteria standard script.

Planning Commissioner Chairman Anthony San Filippo asked for any declarations of ex parte contact, bias, or conflict of interest.

Planning Commissioner Scott Stierle said he rode his bike by the property.

City Planner Holly Byram summarized the Staff report that was provided in the packet. She said this is a Site Development Review and it is for a second building that is on this property. It is a

Type II action, which means the Planning Commission makes the final decision. Public notice and a public hearing are provided. Any appeals of a Type II decision will go to the City Council.

City Planner Holly Byram said on page 2 of the Staff report is a Vicinity Map and an aerial view of the property, it was configured as a flag lot that takes access off of Industrial Avenue and they have a paved driveway, sidewalk, and a storm water swale on the South side of the driveway.

City Planner Holly Byram said that on page 3 is the site plan they provided which shows where the new building is proposed. She went on to say overall it is a straight-forward application and that Staff is recommending approval, however there is one issue that needs to be resolved which regarding code interpretation. Hubbard City Code does not provide a diagram helping to interpret where the front of a property is when it is a flag lot.

City Planner Holly Byram said the staff interprets the western property boundary parallel to Industrial Avenue to be the “front” of the property, consistent with the City’s interpretation in the original development approval on the property. The applicant disagrees with the staff’s interpretation, and therefore the Planning Commission will need to make a code interpretation about the HDC definition of “front” on a flag lot. She went on to say this issue arose because the proposed building is shown as 10 feet from the western property line, and the HDC requires a 20-foot front setback. Therefore, if the Planning Commission agrees with staff’s interpretation, the applicant will need to apply for a variance, adjust the building size, or adjust drive aisle width between the two buildings.

City Planner Holly Byram said staff recommends a condition of approval that all future fences are constructed in compliance and all signage are in compliance. She went on to say another condition of approval is requiring a fenced enclosure for trash/waste bins or other acceptable method of screening consistent with the HDC, the applicant may consider planting a row of screening/buffering trees along the short eastern property boundary which borders along rural residential properties inside the UGB.

City Planner Holly Byram concluded the application can be found to comply with the applicable criteria, subject to compliance with the recommended conditions of approval which are listed on pages, 9 – 11 of the staff report and the applicant’s compliance with the Planning Commission’s code interpretation.

City Planning Commission Chairman Anthony San Filippo asked if there were any questions of staff from the Planning Commission before we continue and accept public testimony. There were none.

Planning Commission Chairman Anthony San Filippo accepted public testimony regarding this case.

Applicant Mike Holleman, 2690 Industrial Avenue, said he is excited to add onto the building and his civil engineer is the one who drew this up and originally set the building where it is at. He went on to say he wanted to put as big of a building as he could to get maximum benefit for the property, but wants to make things work and would be just as happy adjusting the size of the

building from 100 feet deep to 90 feet deep to meet the setback requirements. Furthermore, he said he does not want to apply for a variance, or revise the drive aisle width, so the easy thing to do is reduce the building size and he is fine with that, and can also meet the conditions of approval.

Planning Commission Chairman Anthony San Filippo asked if there was anyone who would like to speak in support of this application. There were none.

Planning Commission Chairman Anthony San Filippo asked if there was anyone who would like to speak in opposition of the application, and if there was anyone who would like to speak neither for nor against the application. There were no opponents or neutral comments. He went on to ask if the Planning Commission like Staff to address any of the testimony.

Planning Commission Chairman Anthony San Filippo said before he closed or continued the public hearing if there are any additional questions from the Planning Commissioners of staff or anyone. He went on to say as a reminder that once he closed the hearing only Commissioners or staff may speak.

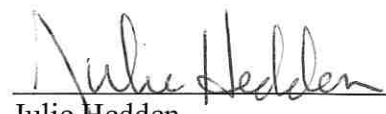
Planning Commission Chairman Anthony San Filippo closed the Public Hearing at 7:02 p.m. and said he will entertain discussion on the application and/or a motion.

MSA/Planning Commissioner Scott Stierle /Planning Commissioner Jessica Countryman made a motion to approve Site Development Review file #DR 2020-02 and adopt the staff recommended findings and conditions of approval contained in the Staff Report dated July 14, 2020, as revised by the Planning Commission, the applicant will revise the size of the building to provide the required front setback of 20 feet on the western boundary of the property. Planning Commissioners Scott Stierle, Planning Commissioner Chairman Anthony San Filippo, Planning Commissioner Nik Kulikov and Planning Commissioner Jessica Countryman were in favor. Motion passed unanimously.

**ADJOURNMENT. (The next scheduled Planning Commission Meeting will be August 18, 2020 at 6:30 p.m.)** MSA/Planning Commissioner Jessica Countryman /Planning Commissioner Scott Stierle moved to adjourn the meeting. Planning Commissioner Scott Stierle, Planning Commissioner Chairman Anthony San Filippo, Planning Commissioner Nik Kulikov and Planning Commissioner Jessica Countryman were in favor. Motion passed unanimously. Meeting was adjourned at 7:08 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