

# MEETING NOTICE FOR THE CITY OF HUBBARD

TUESDAY

APRIL 20, 2021

PLANNING COMMISSION: HOLUM, STIERLE, COUNTRYMAN, KULIKOV

This meeting will be held **via Zoom**. This is to enable interested citizens to listen to the meeting. Except for the public hearing portion of the meeting, all public comment is suspended during this meeting due to platform restrictions. **Should you wish to speak during the public hearing portion of the meeting, you may sign up by completing the form on the City's webpage at: <https://www.cityofhubbard.org/bc/webform/sign-if-you-want-speak-meeting>, or calling City Hall 48 hours prior to the meeting.** Written comments may be provided in advance of the meeting by sending an email to [vnogle@cityofhubbard.org](mailto:vnogle@cityofhubbard.org) or mailing your written comments to the address provided below. If you desire to participate in the public hearing and are unable to provide written comments in of the meeting, and at least 48 hours in advance of the public hearing, please contact the Director of Administration/City Recorder, Hubbard City Hall, 3720 2nd St., Hubbard OR 97032 (Phone No. 503-981-9633) prior to the scheduled meeting time.

Join Zoom Meeting

<https://us02web.zoom.us/j/84439061160?pwd=bG15WVNnWTlmV05TMEhyRkYrV0VOdz09>

Meeting ID: 844 3906 1160

Passcode: 802950

One tap mobile

+12532158782,,84439061160#,,, \*802950# US (Tacoma)

+13462487799,,84439061160#,,, \*802950# US (Houston)

Dial by your location

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 408 638 0968 US (San Jose)

+1 669 900 6833 US (San Jose)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 646 876 9923 US (New York)

Meeting ID: 844 3906 1160

Passcode: 802950

Find your local number: <https://us02web.zoom.us/j/kfieV4r5l>

## \*\*\*\*\*ACCESSABILITY NOTICE\*\*\*\*\*

**Please contact the Director of Administration/City Recorder, Hubbard City Hall, 3720 2<sup>nd</sup> St., Hubbard OR 97032 (Phone No. 503-981-9633) prior to the scheduled meeting time if you need assistance accessing this electronic meeting. TCC users please call Oregon Telecommunications Relay Service at 1-800-735-2900.**

Agendas are posted at the Hubbard Post Office, City Hall, and the City website at [www.cityofhubbard.org](http://www.cityofhubbard.org). You may schedule Agenda items by contacting the Director of Administration/City Recorder Vickie Nogle at 503-981-9633. (TTY / Voice 1-800-735-2900)

SEE ATTACHED AGENDA

Posted 4/15/2021

4:00 p.m.

Vickie L. Nogle, MMC

Director of Administration/City Recorder

**HUBBARD PLANNING COMMISSION MEETING AGENDA**  
**CITY HALL: (503)981-9633, 3720 2<sup>nd</sup> Street**

**APRIL 20, 2021 – 6:30 PM**  
**LOCATION: Online utilizing Zoom.**  
**HUBBARD CITY HALL (3720 2<sup>ND</sup> STREET)**

**(MEMBERS OF THE PUBLIC MAY CALL OR LOG IN WITH AN ELECTRONIC  
DEVICE -Refer to Cover Sheet for details)**

**MEETING Notice:** Members of the public may attend via conference call, electronic device, and YouTube. This is to enable interested citizens to listen to the meeting. Except for any public hearing portion of the meeting, all public comment is suspended during this meeting due to platform restrictions. **Should you wish to speak during the public hearing portion of the meeting, you may sign up by completing the form on the City's webpage at: <https://www.cityofhubbard.org/bc/webform/sign-if-you-want-speak-meeting>, or calling City Hall 48 hours prior to the meeting.** Written comments may be provided in advance of the meeting by sending an email to [ynogle@cityofhubbard.org](mailto:ynogle@cityofhubbard.org) or mailing your written comments to the address provided below. If you desire to participate in the public hearing and are unable to provide written comments in of the meeting, and at least 48 hours in advance of the public hearing, please contact the Director of Administration/City Recorder, Hubbard City Hall, 3720 2nd St., Hubbard OR 97032 (Phone No. 503-981-9633) prior to the scheduled meeting time.

- 1) **CALL TO ORDER.**
  - a) Flag Salute.
- 2) **SWEARING IN OF PLANNING COMMISSION MEMBERS.**
  - a) Glenn Holum for the term ending December 31, 2023.
- 3) **APPROVAL OF THE OCTOBER 6, 2021, PLANNING COMMISSION MEETING MINUTES.**
- 4) **APPOINT CHAIR.**
- 5) **APPOINT VICE-CHAIR**
- 6) **PUBLIC HEARINGS.**
  - a) Development Review #2021-01 (3081 J Street, Hubbard). Site Development Review to install a coffee food cart with a drive-through window.
- 7) **ADJOURNMENT.** (Next regular scheduled Planning Commission meeting May 18, 2021, at 6:30 p.m.)

**CITY OF HUBBARD  
PLANNING COMMISSION MINUTES  
OCTOBER 6, 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 Jessica Countryman, Planning Commissioner Scott Stierle, and Planning Commissioner Nik Kulikov.

**Excused:** Planning Commissioner Glenn Holum

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

**Guest:** Matt Kennedy

**FLAG SALUTE.**

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

**APPROVAL OF THE JULY 21, 2020, PLANNING COMMISSION MEETING MINUTES.**

MSA/Planning Commissioner Scott Stierle / Planning Commissioner Nik Kulikov moved to approve the minutes from the July 21, 2020, meeting. Planning Commission Chairman Anthony San Filippo, Planning Commissioner Nik Kulikov and Planning Commissioner Jessica Countryman were in favor. Motion passed unanimously.

**MODIFICATION to Site Development Review # DR 2020-01 – 3490 3<sup>rd</sup> Street (Tax Lot 041W33AD07600) – Matt Kennedy.** City Planner Holly Byram summarized the Staff report that was provided in the packet. She stated the applicant received Planning Commission approval in April for concurrent land use applications, and now the applicant needs to make modifications to the size of the building that was approved on file #DR 2020-01. City Planner Holly Byram said that a 900 square foot building was approved, but now the applicant has a likely tenant and needs to increase the size of the building to 1242 square feet. She went on to say typically under the Hubbard Development Code you can do that up to 25% without any land use review, but this is a 38% increase in size, so it needs to come before the Planning Commission. H. Byram stated there does not need to be a public hearing on it, but neighbors do need to be able to comment on it, so a letter was sent out with a 14- day comment period, but we did not receive any feedback.

City Planner Holly Byram said typically when increasing the size of a building the red flags that go off are parking and storm water, but neither of these are an issue, the applicants storm water plan can handle the increase, and the applicant has enough parking to accommodate the increase in size.

**PAGE 2 – PLANNING COMMISSION MEETING MINUTES OCTOBER 6, 2020**

Matt Kennedy said he put in a new curb instead of patching the old one, and the site will be fully developed in the weeks to come. He stated Marion County is holding the permit for the building and he hopes to have the foundation in the ground in 3 or 4 weeks. He stated he is hoping for an opening in the Spring of the new Café.

MSA/Planning Commissioner Scott Stierle /Planning Commissioner Jessica Countryman made a motion to approve the requested modifications to approved development site plan for file #DR 2020-01 and adopt the findings and conditions contained in the Staff Report. 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 October 20, 2020 at 6:30 p.m.)** MSA/Planning Commissioner Scott Stierle /Planning Commissioner Jessica Countryman 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 6:42 p.m.

---

Planning Commission Chairman

**ATTEST:**

---

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

---

Julie Hedden  
Administrative Assistant/Court Clerk  
Recording & Transcribing