

**CITY OF HUBBARD**  
**PLANNING COMMISSION MINUTES**  
**APRIL 20, 2021**

**CALL TO ORDER.** The Hubbard Planning Commission meeting was called to order at 6:30 p.m. by Planning Commission Vice Chair Scott Stierle via Zoom because of COVID 19 restrictions.

**Planning Commission Present:** Planning Commissioner Glenn Holum, Planning Commissioner Scott Stierle, Planning Commissioner Jessica Countryman, Planning Commissioner Nik Kulikov.

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

**Guests:** None

**FLAG SALUTE.** Planning Commission Vice Chairman Scott Stierle led the group in the flag salute.

**SWEARING IN OF PLANNING COMMISSION MEMBERS.**

**a) Glenn Holum for the term ending December 31, 2023.**

Director of Administration/City Recorder Vickie Nogle swore in Planning Commissioner Glenn Holum for the term ending December 31, 2023.

**APPOINT CHAIR.** Planning Commissioner Glenn Holum moved to appoint Planning Commissioner Jessica Countryman as Chair. There was no second so the motion died.

MSA/ Planning Commissioner Jessica Countryman/ Planning Commissioner Nik Kulikov made a motion to appoint Scott Stierle as Planning Commission Chairman. Planning Commissioner Scott Stierle, Planning Commissioner Glenn Holum, Planning Commissioner Jessica Countryman, and Planning Commissioner Nik Kulikov were in favor. Motion passed unanimously.

**APPOINT VICE-CHAIR.** MSA/Planning Commissioner Jessica Countryman/Planning Commission Chairman Scott Stierle made a motion to appoint Glenn Holum as Vice Chairman. Planning Commission Chairman Scott Stierle, Planning Commissioner Glenn Holum, Planning Commissioner Jessica Countryman, and Planning Commissioner Nik Kulikov were in favor. Motion passed unanimously.

**APPROVAL OF THE OCTOBER 6, 2021, PLANNING COMMISSION MEETING MINUTES.** MSA/Planning Commissioner Jessica Countryman/ Planning Commissioner Glenn Holum moved to approve the minutes from the October 6, 2020, meeting. Planning Commission Chairman Scott Stierle, Planning Commissioner Glenn Holum, Planning Commissioner Jessica

Countryman, and Planning Commissioner Nik Kulikov were in favor. Motion passed unanimously.

**PUBLIC HEARING.**

- a) Development Review #2021-01 (3081 J Street, Hubbard). Site Development Review to install a coffee food cart with a drive-through window.**

Planning Commission Chairman Scott Stierle opened the Public Hearing at 6:39 p.m.

Planning Commission Chairman Scott Stierle read the legislative hearing statement.

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

Planning Commission Chairman Scott Stierle asked for any declarations of ex parte contact, bias, or conflict of interest. There was none.

City Planner Holly Byram summarized the staff report, pages 1 through 13, with additional exhibits. The request is a Site Development Review for the approval to install a permanent coffee food cart with a drive-through window, to be located on the rear portion of the property which is currently developed used for Hubbard Chevrolet vehicle outdoor display and a dog washing facility. The Drive-through entrance would be from J Street and the exit would be by way of a shared driveway with the adjacent carwash to Pacific Highway 99E.

City Planner Holly Byram said in 2019 the City of Hubbard adopted food cart standards in their Municipal Code for a one-year food cart permit to be renewed annually and the food cart standards in Municipal Code 5.15 prohibit drive-through windows unless the applicant gets a site development review.

City Planner Holly Byram said the exhibits attached to this staff report are the comments received from the city departments and partner agencies, the application submitted by the applicant and the City of Hubbard Municipal Code 5.15 Food Cart Standards.

City Planner Holly Byram said no comments have been received by any members of the public on this application to date. On page 2 of the staff report is a vicinity map that shows the subject property which is 3081 J Street. An adjacent property is addressed as 3092 1<sup>st</sup> Street. These two properties are held by different property owners who are family members and they have been several land use actions approved for one or both of the properties.

City Planner Holly Byram said on page 3 and 4 of the Staff Report are photos of the proposed location of the coffee food cart and a proposed site plan submitted by the applicant showing the circulation of the site. She went on to say the reason drive-throughs need to go through a site development review is because it is a safety concern, cars can stack up and possibly block roadways, so in this case what we are looking at is the distance of the drive-through lane from the entrance which the applicant show as 123ft in length before it gets to the drive-through window and then an additional 80ft to exit.



City Planner Holly Byram said it is worth mentioning there is one other coffee food cart in the city that has been approved through the site development process. She went on to say that no outdoor seating is proposed at this time.

City Planner Holly Byram said the site is fully developed and there is a large hedge on the rear of the lot which is separating the subject property from another property behind, and staff recommends a condition of approval the existing hedge is maintained and in compliance.

City Planner Holly Byram said the site sketch submitted is not to scale and to confirm the driveway, drive-through lane, parking spaces, bike rack location, and backing distances meet the minimum dimensions, the applicant is required to submit a site plan drawn to scale.

City Planner Holly Byram said staff recommends the provision of one bicycle parking space in a corresponding condition of approval.

City Planner Holly Byram said the Public Works Superintendent and City Engineer expressed concern about potential vehicle conflict as customers are exiting the food cart because there is a blind spot caused by the dog wash, so the recommended solution is to put a stop sign at the corner of the dog wash. The applicant should show this on the site plan, and it is a recommended condition of approval.

City Planner Holly Byram said approval of a permanent Drive-through coffee food cart is not transferable to either a different food cart or a different location without additional city review.

City Planner Holly Byram said Staff recommends approval of the application subject to the conditions of approval listed on the report.

City Planning Commission Chairman Scott Stierle asked if there were any questions of staff from the Planning Commission before accepting public testimony.

Planning Commissioner Glenn Holum asked what the hours of operation were going to be.

City Planner Holly Byram replied that operating hours will be 5:00 am to 6:00 pm. City Planner Holly Byram went on to say in the food cart standards adopted by the City, the food cart must have a sponsor business that must commit to allowing the employees and customers of that food cart to use their restrooms and in this case, the auto detailing shop is identified as that sponsor business that will provide those bathroom facilities.

Planning Commission Chairman Scott Stierle asked if there was anyone who would like to speak in support. There were none.

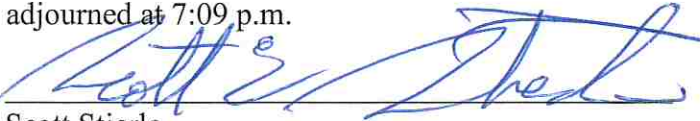
Planning Commission Chairman Scott Stierle asked if there was anyone who would like to speak in opposition of the application, and if there was anyone who would like to speak neither for nor against the application. There were no opponents. He went on to ask if the Planning Commission would like the applicant to address any of the testimony.

Planning Commission Chairman Scott Stierle said before he closed or continued the public hearing if there are any additional questions from the Planning Commissioners or 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 closed the Public Hearing at 7:07 p.m. and said he will entertain discussion on the application and/or a motion.

MSA/Planning Commissioner Glen Holum/Planning Commissioner Jessica Countryman made a motion to approve Site Development Review file #DR 2021-01 and adopt the recommended finding and conditions of approval contained in the Staff Report dated April 16, 2021, as presented. Planning Commission Chairman Scott Stierle, Planning Commissioner Glenn Holum, Planning Commissioner Nik Kulikov and Planning Commissioner Jessica Countryman were in favor. Motion passed unanimously.

**ADJOURNMENT. (The next scheduled Planning Commission Meeting will be May 18, 2021 at 6:30 p.m.)** MSA/Planning Commissioner Jessica Countryman /Planning Commissioner Glenn Holum moved to adjourn the meeting. Planning Commission Chairman Scott Stierle, Planning Commissioner Glenn Holum, Planning Commissioner Nik Kulikov and Planning Commissioner Jessica Countryman were in favor. Motion passed unanimously. Meeting was adjourned at 7:09 p.m.

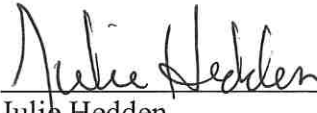


Scott Stierle  
Planning Commission Chairman

**ATTEST:**



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



Julie Hedden  
Administrative Assistant/Court Clerk  
Transcribing