

**CITY OF HUBBARD
PLANNING COMMISSION MINUTES
AUGUST 17, 2021**

CALL TO ORDER. The Hubbard Planning Commission meeting was called to order at 6:32 p.m. by Planning Commission Chair Scott Stierle via Zoom.

Planning Commission Present: Planning Commissioner Glenn Holum, Planning Commission Chair Scott Stierle, Planning Commissioner Jessica Countryman.

Absent: 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: Kurt Nakashima, Fil Kartal

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

APPROVAL OF THE JUNE 15, 2021, PLANNING COMMISSION MEETING MINUTES. MSA/Planning Commissioner Glenn Holum/ Planning Commissioner Jessica Countryman moved to approve the minutes from the June 15, 2021, meeting. Planning Commission Chairman Scott Stierle, Planning Commissioner Glenn Holum, Planning Commissioner Jessica Countryman, were in favor. Motion passed unanimously.

PUBLIC HEARING.

- a) **Development Review #2021-02 (2714 Pacific Highway, Hubbard). VLMK Engineering (Jennifer Kimura and Jason Sahlin) Site Development Review to construct a 10,880 sq. ft. Building for Reliable Auto.**

Planning Commission Chairman Scott Stierle opened the Public Hearing at 6:34 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.

City Planner Holly Byram, MWVCOG, summarized the staff report, pages 1 through 16, with additional exhibits. The request is a Site Development Review approval for the development of a 10,880 square foot automobile repair building. This property was recently approved for partitioning, and now the applicant is ready to develop Parcel 2, labeled Parcel B in this site plan, which is approximately 1.22 acres, but it has a flagpole.

City Planner Holly Byram, MWVCOG, said the applicant has submitted a revised site plan, which demonstrates some of the conditions of approval presented in this staff report.

City Planner Holly Byram, MWVCOG, stated this property is zoned Industrial/Commercial and this allows for both industrial uses and some commercial uses of the property. The recent partition of this property was approved by the Hubbard Planning Commission with conditions, approval dated June 29, 2021, and the applicant has two years to record the approved partition plat.

City Planner Holly Byram, MWVCOG, said in the Hubbard Development Code there are a couple of different criteria the Planning Commission needs to consider. One is the characteristics of adjoining and surrounding uses to ensure the development is appropriate for this location and I/C Zone does specifically allow auto service-related uses, so no conditional use permit is required. She went on to say there are two existing non-conforming residences, one to the south and one to the west, but the City's long-term plan is that non-conforming uses would be re-developed to become conforming uses, so this is not a concern, but there will be some buffering recommended.

City Planner Holly Byram, MWVCOG stated the applicant did not submit a storm water/drainage report with their original application, but they do expect to when they submit their plans for civil review, and public works and the City Engineer will review it to ensure the storm water facility that is proposed is sized appropriately.

City Planner Holly Byram, MWVCOG said that the applicant will need to submit to the City and estimate of water usage (meter size) and a detailed construction plan showing the location of utility connections consistent with Public Works design standards as a condition of approval.

City Planner Holly Byram, MWVCOG, said regarding traffic and parking the applicant needs to reconcile the difference between the 25 ft. width flagpole on the plat versus the 34 ft. flagpole width on the site plan. She went onto say that 99E is classified as a major arterial in the TSP and is in ODOT jurisdiction, so ODOT submitted comments that included conditions of approval for the partition, including closing some of the access points along parcel 1 and consolidating those into the proposed driveway. She stated the applicant is required to have 55 parking spaces, 1 loading space, and 4 parking spaces for bicycles, which are conditions for approval.

City Planner Holly Byram, MWVCOG said because of the non-conforming dwellings, the applicant will need to provide some buffering along the southern boundary and part of the western boundary, which can be provided by a row of deciduous/evergreen trees, a berm plus planting area, or a wall plus planting area.

City Planner Holly Byram, MWVCOG, said the property is predominantly a vacant field so there are no concerns regarding the retention of any existing natural features.

City Planner Holly Byram, MWVCOG, said the applicant needs to demonstrate how pedestrians will be protected coming off 99E and then coming from the parking spaces to the building.

City Planner Holly Byram, MWVCOG, stated Staff recommends approval of the site development review subject to the conditions of approval listed on the report.

City Planner Holly Byram, MWVCOG clarified no frontage improvements are recommended to be required for Parcel 1 because those will be required when that parcel is ready to develop, but Parcel 2 would have the normal driveway apron and sidewalk connections. She went on to say the Fire Department would have to review and approve the final plans, and if the applicant has a car wash on site, they will have to meet the storm water system regulations to ensure that water is being captured and not go directly into the storm water.

City Planner Holly Byram, MWVCOG said if lighting is proposed applicant will need to submit a lighting plan for review and approval by Public Works (the Hubbard Police Department always recommends perimeter lighting).

City Planner Holly Byram, MWVCOG said all Site Development Review approvals are effect for a period of 2 years from the date of written approval which gives the applicant sufficient time to record the plat and submit their revised plans before they start construction.

City Planner Holly Byram, MWVCOG said she received a new site plan today that demonstrates how they can meet some of the conditions of approval and clarified some information. She said in the staff report it was assumed the entire building was going to be the auto repair shop, but a portion of it will be storage and warehouse, which makes a difference when doing parking calculations, so with this new information they will only need 43 parking spaces instead of 55. The revised site plan shows 44 parking spaces, and a pedestrian connection and walkway to the front of the building, and bicycle parking spaces on the side of the building.

City Planner Holly Byram, MWVCOG stated with the revision the applicant made on the new site plan they submitted, staff recommendations change slightly. She went on to say if the Planning Commission is in support of this site development, condition R, which specifically identified they needed to provide 55 parking spaces but now only needs 43 spaces, so in the motion for approval the Planning Commission will need to specify that instead of 55 parking spaces at least 43 are required.

Planning Commission Chairman Scott Stierle said there is no handicap parking on the site plan.

City Planner Holly Byram, MWVCOG, said there is 1 ADA space proposed on the site plan, and the ratio is based on how many parking spaces overall there are, so the applicant may need to add one more ADA space designation, but ultimately ADA spaces are counted in the overall tally, so they should have no problem accommodating that. Furthermore, that building inspectors address this in their review.

Planning Commissioner Glenn Holum asked if the city has specific language about pedestrian access way, if it needs to be curbed, or if it just needs to be the same level as the driveway with a designation painted on it.

City Planner Holly Byram, MWVCOGm, said the code allows for either, the applicant can provide detail about what is proposed. She went on to say because there is another driveway taking access off the flagpole, you might want to ensure that is a raised surface to provide more protection to pedestrians.

Kurt Nakishima stated it is a raised sidewalk.

Planning Commissioner Jessica Countryman asked if the applicant can be asked what the storage area will be used for.

City Planner Holly Byram, MWVCOG said the applicant can address that during their presentation.

City Planning Commission Chairman Scott Stierle 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 Scott Stierle asked if there was anyone who would like to speak in support.

Applicant Fil Kartal said he did not have anything more to add, but he did address the question regarding use of the storage area. He said the storage area will be used to temporarily store cars while they are waiting on car parts until they can be worked on.

Planning Commissioner Glenn Holum asked the applicant if he had a timeline for the project.

Applicant Fil Kartal stated if the approval goes through today, they would be submitting to the County in 6-8 weeks and the earliest the building would be ready is mid-January, or early February 2022.

City Planner Holly Byram, MWVCOG said the applicant can submit the civil plans, landscaping/irrigation plans, lighting plans, and storm water report to the city for review and then check in to see where things are at with the platting versus the permitting at that point.

Planning Commissioner Glenn Holum asked the question regarding when the non-conforming use on Parcel 1 goes away will the driveway on Parcel 2 be a shared driveway between those two.

Fil Kartal said he spoke with ODOT, and they are allowing the applicant to keep the existing driveway on Parcel A and add a new one.

Planning Commissioner Glenn Holum asked if there have been any long-term issues with standing water in or around that area.

Public Works Superintendent Mike Krebs said he has not seen much flooding in that area and does not foresee any issues but will need to see the storm drain calculations from the applicant's Engineer to know for sure.

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. There were none.

Planning Commission Chairman Scott Stierle said before he closed or continued the public hearing if there are any additional questions from the Planning Commissioners of staff or anyone. There was none.

Planning Commission Chair Scott Stierle stated as a reminder once he closed the hearing only Commissioners or staff may speak.

City Planner Holly Byram, MWVCOG asked if the applicant could confirm the proposed loading zone will be sufficient for deliveries to the development because it is not connected to the building which is not typical.

Applicant Fil Kartal said there is a door in front of the building right across the way from the proposed loading zone and most of the trucks will be smaller box trucks and vans delivering parts.

Planning Commissioner Jessica Countryman asked the applicant if the auto repair was only for regular vehicles or if there would be commercial vehicles.

Applicant Fil Kartal said there will only be regular vehicles and there would not be any semi's or larger commercial tractors.

Planning Commission Chairman Scott Stierle closed the Public Hearing at 7:12 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 2021-02 and adopt the recommended finding and conditions of approval contained in the Staff Report dated August 12, 2021, with 43 parking spaces being required instead of 55. Planning Commission Chairman Scott Stierle, Planning Commissioner Glenn Holum, and Planning Commissioner Jessica Countryman were in favor. Motion passed unanimously.


ADJOURNMENT. (The next scheduled Planning Commission Meeting will be September 21, 2021 at 6:30 p.m.) MSA/Planning Commissioner Jessica Countryman /Planning Commissioner Glenn Holum moved to adjourn. Planning Commission Chairman Scott Stierle, Planning Commissioner Glenn Holum, Planning and Planning Commissioner Jessica Countryman were in favor. Motion passed unanimously. Meeting was adjourned at 7:15 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