

**MEETING NOTICE FOR THE
CITY OF HUBBARD**

TUESDAY

JANUARY 18, 2022

.....
PLANNING COMMISSION: HOLUM, STIERLE, KARTAL, KULIKOV
.....

This meeting will be held **via Zoom**. Planning Commission and Staff will meet via Zoom. Members of the public may attend/view the meeting via telephone, electronic device, and YouTube. **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 vlno@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.

Meeting ID: 846 3664 5444

Passcode: 519966

One tap mobile

+12532158782,,84636645444#,,,,*519966# US (Tacoma)

+13462487799,,84636645444#,,,,*519966# US (Houston)

Dial by your location

+1 253 215 8782 US (Tacoma)

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+1 312 626 6799 US (Chicago)

+1 646 876 9923 US (New York)

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Find your local number: <https://us02web.zoom.us/j/84636645444>

*******ACCESSABILITY NOTICE*******

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 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. 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 1/12/2022

4:00 p.m.

Vickie L. Nogle, MMC

Director of Administration/City Recorder

HUBBARD PLANNING COMMISSION MEETING AGENDA
CITY HALL: (503)981-9633, 3720 2nd Street

JANUARY 18, 2022 – 6:30 PM
LOCATION: Online utilizing Zoom.
HUBBARD CITY HALL (3720 2ND 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/view via telephone, electronic device, and YouTube. **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 ylnogle@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) Fil Kartal with the term ending December 31, 2024.
- 3) **APPOINT CHAIR.**
- 4) **APPOINT VICE-CHAIR.**
- 5) **APPROVAL OF THE AUGUST 17, 2021, PLANNING COMMISSION MEETING MINUTES.**
- 6) **PUBLIC HEARINGS.**
 - a) Site Development Review #DR 2021-04 / 4074 Pacific Highway 99E, (Robert & Kemper Harden) for a Change of Occupancy to convert the existing house into commercial office use.
 - b) Site Development Review #DR 2021-03 / 2755 Pacific Highway 99E (Architect Michael Wellman for Westside Drywall / Moshen Salem, Abiqua Investments LLC) for the development of a new 6,210 SF warehouse.
- 7) **ADJOURNMENT.** (Next regular scheduled Planning Commission meeting February 22, 2022, at 6:30 p.m.)

**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.

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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.

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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.

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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.

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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

Hubbard Planning Commission - Public Hearing Script

January 18, 2022

CHAIR: Good evening, my name is _____. I am the Chair of the Hubbard Planning Commission, and I will be presiding over this hearing. This is the time and place set for the public hearing in the matter of:

Site Development Review file # DR 2021-03, development of a 6,210 SF warehouse addition plus 16,200 SF gravel parking lot on a developed site for Westside Drywall.

The hearing is now open. It is _____ PM. Oregon land use law requires several items to be read into the record at the beginning of every public hearing. The City Planner will review this material; your patience is appreciated as she goes through these statements.

City Planner (Holly Byram): The applicable substantive criteria upon which this case will be decided are found in the Hubbard Development Code (HDC) 2.108 IC-Industrial Commercial Zone, Section 2.200 General Development Standards, and Section 3.105 Site Development Review.

All testimony and evidence received during this public hearing must be directed toward these approval criteria, or to such other rule, law, regulation, or policy which you believe to apply to this case. An issue which may be the basis for an appeal to the City Council or the Land Use Board of Appeals shall be raised not later than the close of the record at or following the *final* evidentiary hearing on this case. Such issues shall be raised with and accompanied by statements or evidence sufficient to afford this body, and the parties to this hearing, an adequate opportunity to respond to each issue.

This public hearing will proceed with the staff report and any other comments from governmental agencies that are in attendance; followed by the applicant and all of those who are in support of the application. All of those opposed to the application will then be allowed to speak, followed by those with general comments who are neither for nor against the application. Finally, the applicant will be entitled to a rebuttal period.

Please state your name, physical address, and mailing address clearly for the record before your comments. Please try to avoid repetition if someone else has already expressed the same thoughts. It is perfectly alright to state that you agree with the statements of that previous speaker. Please be assured that everyone will have an opportunity to speak.

If you have documents, maps, or letters that you wish to have considered by this body, they must formally be placed in the record of this proceeding. To do that, either before or after you speak; please submit the material to Vickie Nogle who will make sure your evidence is properly taken care of.

Prior to the conclusion of the first hearing on a land use application, any participant may request an opportunity to present additional evidence or testimony regarding the application. If such a request is made, it will be up to this body to determine if the hearing will be continued to a time and date certain, or if the record will be kept open for the submission of additional evidence.

CHAIR: With that out of the way, I need to ask the audience and fellow Commissioners a few questions:

1. Does any member of the audience have any objections to the notice that was published?
2. Does any member of the audience wish to challenge the jurisdiction of the Planning Commission to hear this matter?
3. Does any member of the Planning Commission wish to declare a potential or actual conflict of interest or bias?
4. Does any member of the Planning Commission wish to report any site visits or ex-parte contacts?
5. Does any member of the audience wish to challenge the impartiality or ex-parte disclosures of any member of the Planning Commission?

CHAIR: City Planner Holly Byram please give the staff report.

City Planner (Holly Byram): Staff Report

CHAIR: Are there any questions of staff from the Planning Commission before we continue and accept public testimony?

CHAIR: I will now accept public testimony regarding this case.

- Would the applicant or their representative like to speak?
- Is there anyone who would like to speak in support of the application?
- Is there anyone who would like to speak in opposition the application?
- Is there anyone who would like to speak neither for nor against the application (neutral)?
- Would the Planning Commission like the applicant to address any of the testimony?

CHAIR:

Before I close or continue the public hearing, are there any additional questions from the Planning Commissioners or staff or anyone? As a reminder, once I close the hearing only Commissioners or staff may speak.

Public testimony is now over. I will close the public hearing at _____ PM. I will now entertain discussion on the application and/or a motion.

**CITY OF HUBBARD PLANNING COMMISSION
STAFF REPORT**

REPORT: January 12, 2022

HEARING: January 18, 2022

FILE No.: Site Development Review, file #DR 2021-03

APPLICANT: Architect Michael L. Wellman, for Westside Drywall

OWNER: Attn. Moshen Salem, Abiqua Investments LLC.

LOCATION: 2755 Pacific Highway 99E in Hubbard
Subject property contains addresses 2735, 2755, 2733, and 2701 Pacific Highway 99E.
Tax lot 041W33DB03000. Also referenced as Parcel 1 of P.P. 2001-49.

ZONE: IC – Industrial-Commercial Zone

SIZE: 4.42 acres

REQUEST: Site Development Review approval for the development of a 6,210 SF warehouse addition plus 16,200 SF parking lot. Existing development on site includes two office buildings, two warehouses, fueling station, paved parking, and stormwater facility for business Westside Drywall.

CRITERIA: Hubbard Development Code (HDC) 2.108 IC-Industrial Commercial Zone, Section 2.200 General Development Standards, and Section 3.105 Site Development Review.

EXHIBITS A: Application submitted by applicant

I. PROCEDURE & AUTHORITY

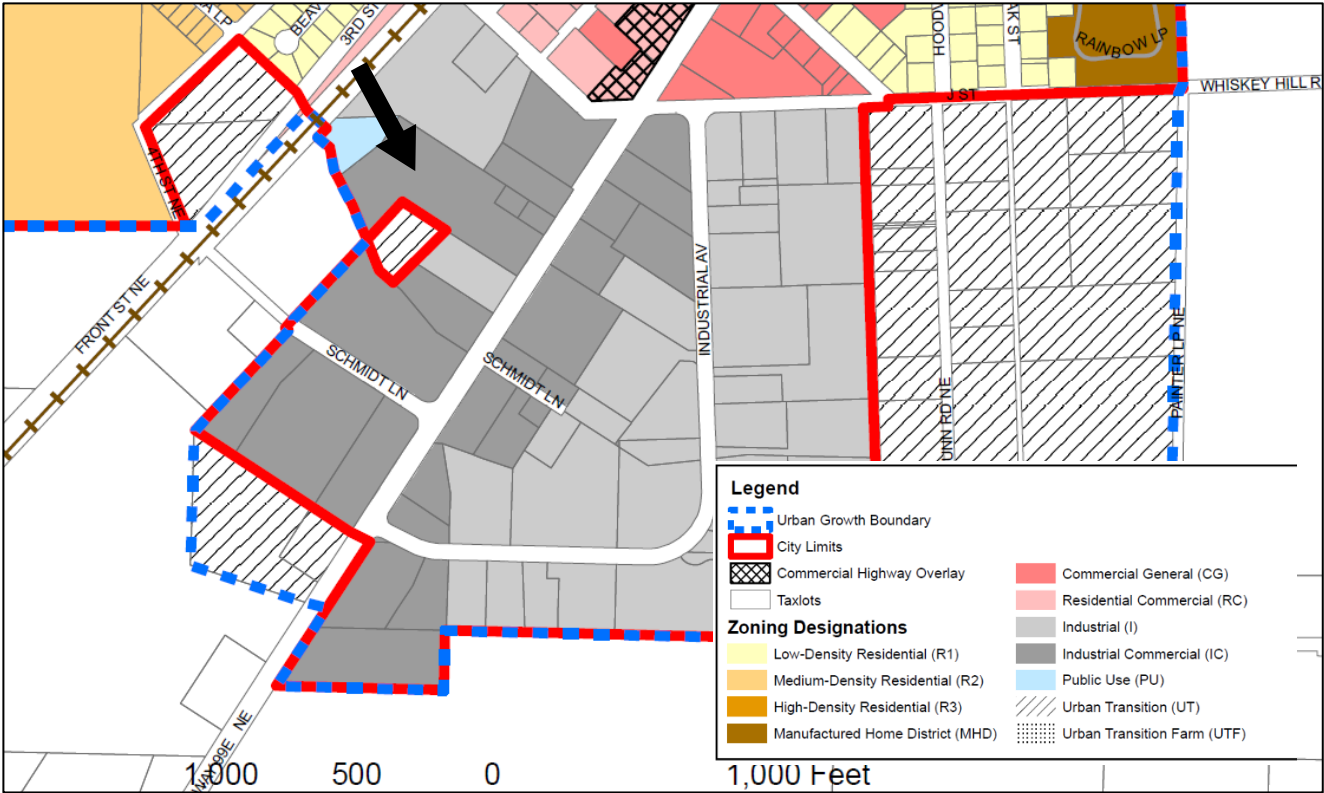
A Site Development Review is a Type II Action. A Type II action is a quasi-judicial review in which the Planning Commission applies a mix of objective and subjective standards that allow considerable discretion. Public notice and a public hearing are provided. An appeal of a Type II decision is to the City Council.

II. BACKGROUND

A. LAND USE HISTORY

There are several prior land use decisions on the subject property. City file # DR 1998-01 was the original Site Development Review approval with annexation, plus a subsequent modification approved by the PC in 1999. City file # DR 2000-03 added a 1,400 square foot mezzanine area at the east end of the existing warehouse to serve as a dispatch office for the company's vehicles, as well as a 60-foot service area for company vehicles on the west end of the warehouse. City file #DR 2003-01 proposed an expansion of the site with 18,000 SF warehouse and 11,395 SF of paving, which expired prior to build-out. City file # DR 2005-01 added the west 5,040 SF warehouse and 11,275 SF of paving.

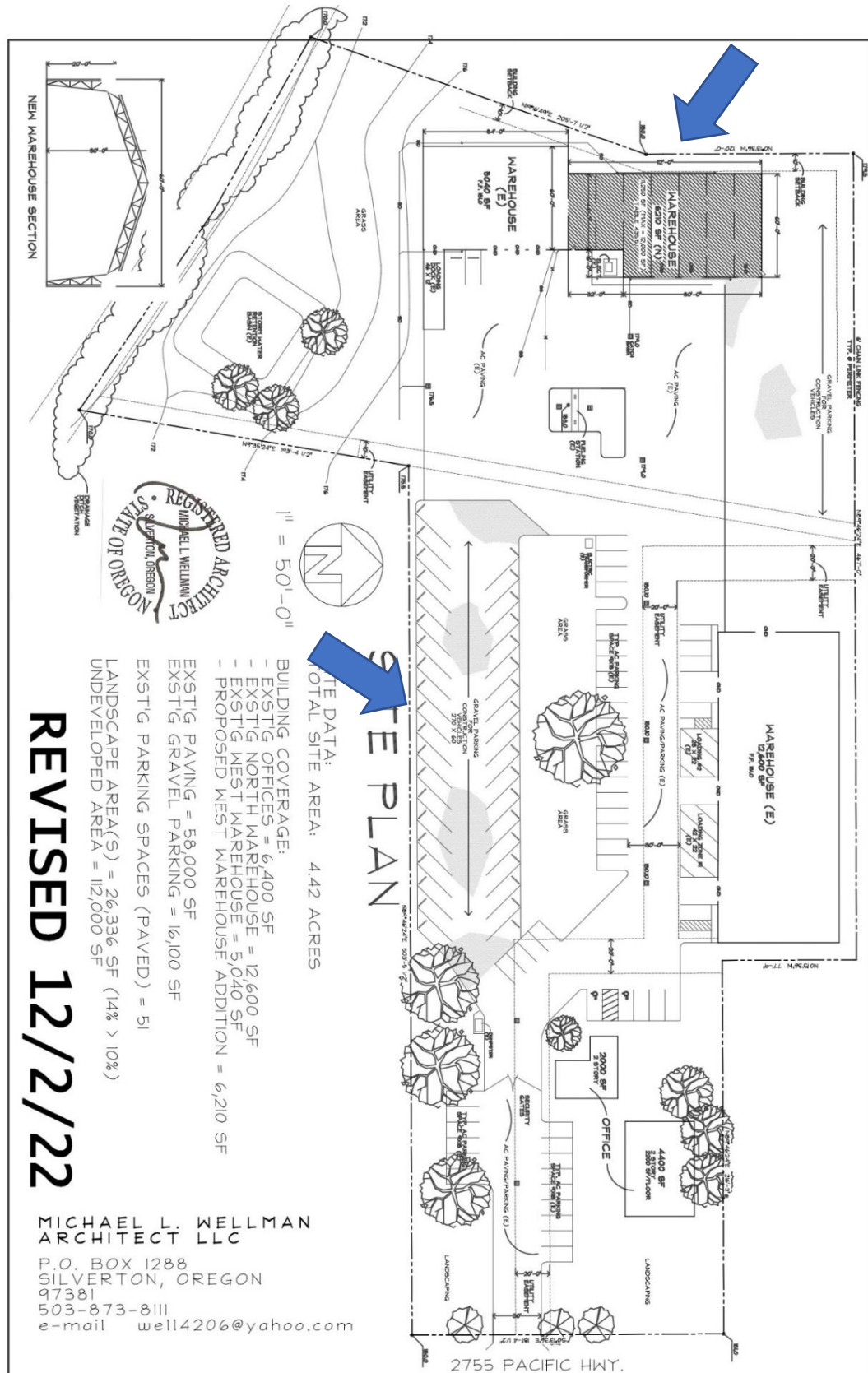
B. VICINITY MAP:



C. EXISTING CONDITIONS (Source: Marion County Survey GIS aerial imagery, 2021)



III. PROPOSED DEVELOPMENT



The site plan shows two rectangular buildings. The northern building is labeled "WAREHOUSE 6210 SF (N)" with a maximum height of 11,250 SF (MAX = 12,000 SF) and a table reference of 435.5. It has a width of 60'-0" and a height of 30'-0". The southern building is labeled "WAREHOUSE (E) 5040 SF F.F. 181.0" with a width of 60'-0" and a height of 30'-0". A loading dock is located at the bottom of the southern building, labeled "LOADING DOCK (E) 46 X 12". The plan includes various setbacks: "BUILDING SETBACK" (40'-0"), "100'-0" 14.95' EUBN", and "150.0' 209'-7 1/2'". Other features include "AC PAVING (E)", "CATCH BASIN", "ELECT.", "OVERHEAD", and "176.5". A north arrow is located in the top right corner.

IV. REVIEW STANDARDS/CRITERIA

The purpose of this section is to assist the Planning Commission in their analysis of the applicable decision criteria for the proposed development. The following standards and criteria are found in the Hubbard Development Code (HDC).

3.105 SITE DEVELOPMENT REVIEW

3.105.03 Applicability of Provisions

A. Site Development Review shall be applicable to all new developments, major remodeling of existing developments, and change of occupancy, as defined by the Uniform Building Code, and/or change of use for commercial and industrial developments except:

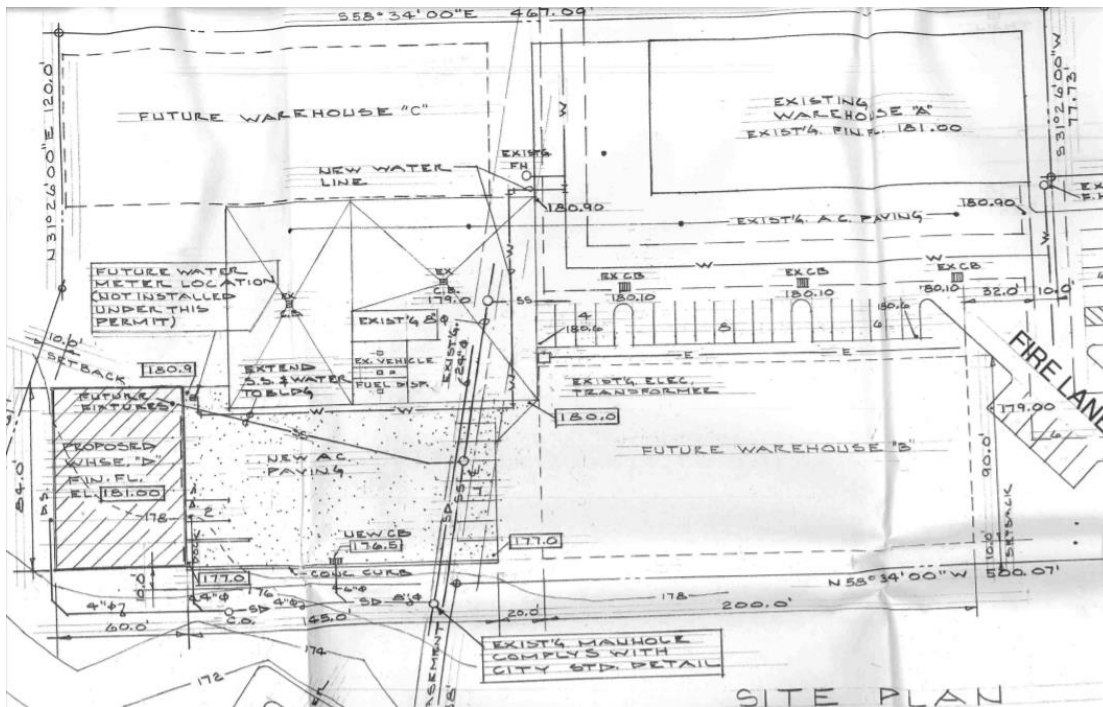
- 1. single-family detached dwellings;***
- 2. a duplex;***
- 3. any commercial or industrial remodel, (including reconstruction), or expansion that does not exceed 25% of the total square footage of the existing or pre-existing structure;***
- 4. any new development, change of occupancy, or commercial or industrial remodel or reconstruction, that does not intensify the use of the property by increasing the number of customers, vehicle and pedestrian traffic to the site, parking requirements, etc.; or***
- 5. accessory dwelling units (ADU)***

STAFF FINDINGS: The proposed modification to the approved site plan triggers Site Development Review because the building addition exceeds the 25% of pre-existing structure threshold of HDC 3.105.03(A)(3). The building addition and parking lot increase the off-street parking as well as stormwater, which represent an intensification of the use of the property under HDC 3.105.03(A)(4).

Regarding the scope of this review, the application proposes a 6,210 SF warehouse only. Staff has added the development of an existing unpermitted parking lot to the scope of this review. The applicant estimates that it has been in use for approximately 6-8 years, but it was not reviewed or approved with any prior land use application. Below are snapshots of the last site plan on file (2005) as well as Google Earth images from 2007. The existing gravel 16,200 SF parking lot contains approximately 38 parking spaces that are used for company vans and trucks at night, swapped out for employee vehicles during the day. Regardless of the year of construction, the off-street parking lot needs to be constructed in compliance with the City's off-street parking standards and captured in the storm water calculations/plan. Staff checked the archived 2013 version of the Hubbard Development Code and determined that the construction of this gravel parking lot without land use review would not have been permitted under the adopted off-street parking standards in that year.

A Site Development Review is the appropriate application for the proposed project, and the scope of this review includes both the 6,210 SF warehouse as well as the unpermitted 16,200 SF parking lot.

2005 SITE PLAN



2007 GOOGLE EARTH



Section 3.105.06 Evaluation of Site Development Plan

The review of a Site Development Plan shall be based upon consideration of the following:

A. Characteristics of adjoining and surrounding uses;

STAFF FINDINGS: The subject property is zoned IC – Industrial Commercial. Existing development on the site includes two office buildings, two warehouses, paved parking, landscaping, stormwater facility, and informal outdoor equipment storage area. The site is used by a contractor Westside Drywall. Industrial warehouses in support of a contractor, with associated offices are a permitted use in the IC zone. Surrounding properties along this section of Hubbard’s Pacific Highway 99E corridor are generally zoned IC – Industrial Commercial and I – Industrial. In addition to nearby commercial and industrial businesses, the subject property abuts Little Bear Creek on the southwest corner, and City of Hubbard Public Works maintains utility structures on the P- Public-zoned property to the west. Across the creek to the west/southwest, there is unincorporated property maintained in agricultural use.

Dimensional standards for the IC district are found in HDC 2.108.04. Required minimum setbacks are front yard 20 feet, side yard abutting an industrial district 10 feet, rear yard abutting an industrial district 10 feet. The maximum height in the IC district is 80 feet, which is met by the proposed 30-foot warehouse addition. The proposed structure meets the dimensional standards of the IC zone.

HDC 2.207.03 Landscaping Minimum Area Requirements, states that C) industrial developments shall provide a minimum of 10 percent of the gross land area for landscaping. The applicant’s submitted site plan states that the existing landscaping area is 26,336 SF, which is approximately 14% of the gross site area. No changes to the existing landscaping is proposed or required with this application.

No changes to lighting or signage is proposed or approved with this application.

In consideration of the proposed development, the characteristics of surrounding uses, and conditions, staff concludes the proposed use is compatible with other land uses in the vicinity.

B. drainage and erosion control needs;

STAFF FINDINGS: There is an existing private stormwater detention facility in the southwest corner of the site, within the riparian setback of Little Bear Creek. Little Bear Creek and its associated wetlands are shown on the local wetland inventory dated 2001. The dimensions, capacity, and function of that facility is not provided with this application. HDC 2.204 addresses storm drainage requirements. The provisions of that section apply to industrial development. HDC 2.204.03 (A) states that “No construction of any facilities in a development shall be permitted until a storm drainage and erosion control plan for the project is prepared by an engineer in the State of Oregon, and approved by the City.” The proposed warehouse addition and parking lot change the amount of impervious surface on the site. The applicant believes that the original storm report envisioned full build-out of the site, however that report has not been submitted. The City does not have a copy on file of any report submitted with any prior applications, the most recent of which was 16 years ago. In response to a request for comments, Public Works staff and the City Engineer both stated that they will need to review the drainage report in order to confirm that the existing stormwater facility will accommodate the proposed development of warehouse and parking lot. Staff has included a condition of approval for a copy of the stormwater report, consistent with the City’s

standards. Staff finds that the application can meet the drainage and erosion criteria through compliance with the recommended conditions of approval.

C. public health factors;

STAFF FINDINGS: In response to a request for comments, neither the City Public Works staff nor the City Engineer expressed concerns about the City’s ability to serve the proposed building addition. Private water and sewer service connections are reviewed by Marion County with a plumbing permit. Staff finds that the applicant can meet the public health factors through compliance with the recommended conditions of approval regarding public works standards and procedures.

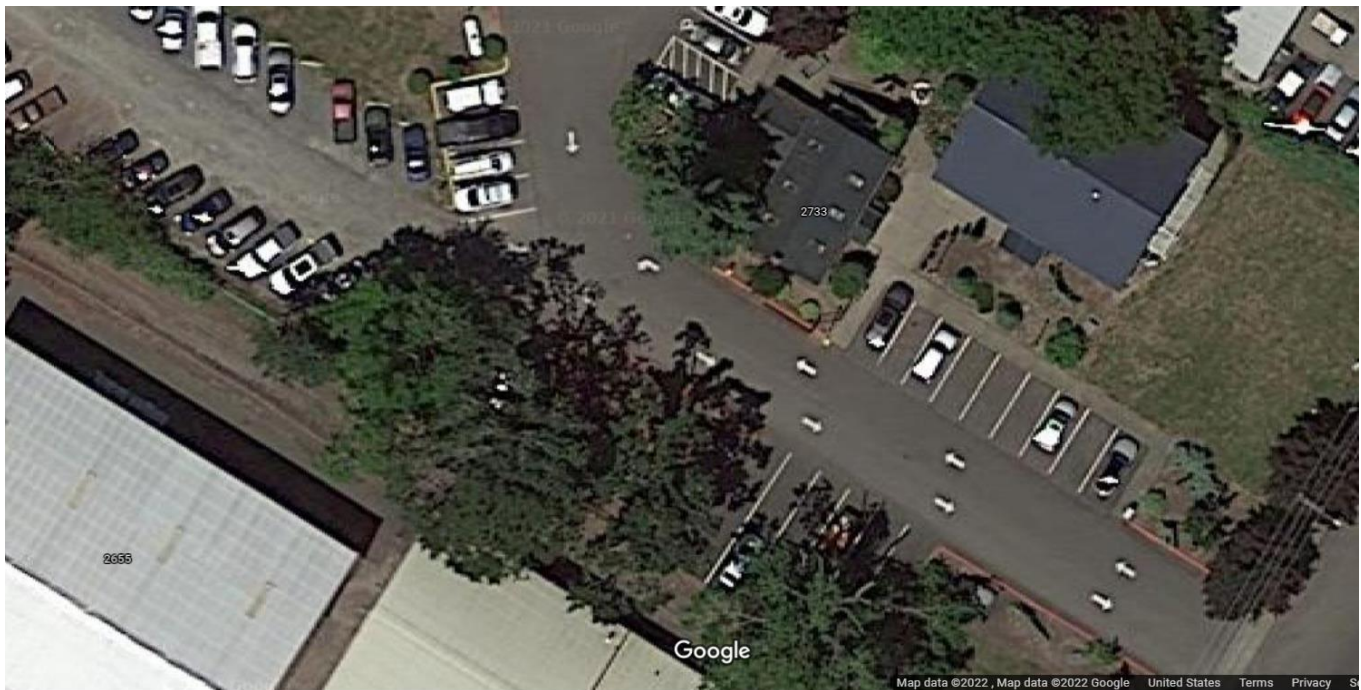
D. traffic safety, internal circulation and parking;

STAFF FINDINGS: Off-street driveways, parking, and loading are regulated by HDC 2.203. A portion of the developed site has been paved with driveway and off-street parking. Required off-street parking is calculated as a sum of all land uses on a site. The building areas in the following table have been provided by the applicant. It is unclear if there was a mezzanine built in the large northern warehouse as approved in file # DR 2000-03, and if so, whether or not that area is included in the square footage. It appears not to be. It is also unclear if all the warehouses are used for traditional warehousing/storage, or if the parking ratio for generic “industrial” is more appropriate. Regardless, the applicant is proposing an additional 38 parking spaces in a large gravel parking lot, in addition to 51 existing paved spaces. Depending upon the above variables, the minimum required number of parking spaces on site may be as low as 44 total spaces, but is likely higher. The site plan shows approximately $51 + 38 = 89$ parking spaces, including two (2) ADA spaces. It is not clear whether or not the diagonal parking stalls in the new parking lot meet the dimensional standards. Staff has included a recommended condition of approval for the applicant to demonstrate compliance with the size of the parking spaces and drive aisle in the new parking lot. The minimum dimensions are 8 ½ feet by 20 feet. For drive aisles, the minimum width is 20 feet for two-way traffic, or 12 feet for one-way. Google aerial imagery dated 2022 shows that directional arrows have very recently been added to the site circulation. The arrows show traffic routing in a one-way lollipop loop on site, entering the main driveway, bearing left through the new parking lot, and returning through the paved driveway. A snapshot of that image is shown below.

LAND USE	AREA (SF)	PARKING RATIO	PARKING SPACES	LOADING ZONES REQ.	BIKE RATIO	BIKE PARK
Office (2)	6,400	1 per 200 SF	32	0	2 or 1/2 space per 1,000 SF	3+
North warehouse	12,600	1 per 2,000 SF for warehousing (however 1 per 700 SF for generic Industrial)	6.30	1	2 or 0.1 space per 1,000 SF	2
West warehouse	5,040		2.52	1		2
Proposed addition	6,210		3.11	Attached		Attached
			44 spaces (51 exist)	2 loading zones		7 spaces

GOOGLE AERIAL IMAGERY, 2022

Image shows recent addition of directional arrows directing site circulation.



2.203.07 Parking and Loading Area Development Requirements

All parking and loading areas shall be developed and maintained as follows:

A. Surfacing. All driveways, parking, maneuvering and loading areas shall have a durable, hard surface. In residential areas and for all residential uses, either a minimum of 2 1/2 inches of asphalt over a 6-inch aggregate base or 4 inches of Portland cement concrete shall be provided. In commercial, industrial, and institutional areas either a minimum of 3 inches of asphalt over a 6-inch aggregate base or 5 inches of Portland cement concrete shall be provided. 85 If approved by the Planning Commission, areas adjacent parking lots used exclusively for storage of materials, supplies, construction vehicles and machinery, and/or products may surface the area with rock or gravel. Excluding asphalt, tar, and/or concrete, the area must conform to Public Works road standards in regards to content, consistency, and material size and type.

HDC 2.203 (A) states that all driveways, parking, maneuvering, and loading areas shall have a durable hard surface. Staff is recommending a condition of approval that all parking and driveways are paved, which includes the full new parking lot.

HDC 2.203.06 establishes off-street loading requirements. Industrial buildings between 5,000 and 30,000 SF in size are required to provide a minimum of one loading zone at least 12 feet wide by 30 feet long by 14 feet in height. The submitted plan shows that the west warehouse has an existing loading dock labeled 12 feet x 46 feet. This standard is met.

HDC 2.203.09 establishes bicycle parking standards. The applicant states that there is no existing bicycle parking. To bring the full site into compliance with the HDC, a minimum of seven (7) bicycle parking spaces are recommended. Staff has included a condition of approval requiring a minimum of two (2) bicycle parking spaces to bring the remodeled west warehouse into compliance.

The subject property has a 180-foot frontage on Pacific Hwy 99E. HDC 2.201.03 requires street frontage improvements with a Site Development Review. No property frontage improvements are recommended for construction, as there is an existing sidewalk and curb for the full length of the frontage.

At this frontage, the Pacific Hwy 99E right-of-way is currently shown as 80 feet wide according to the Marion County Assessor map and the most recent survey of this property, PP 2001-49. Pacific Highway 99E is classified as a major arterial in the Hubbard Transportation System Plan (TSP). The adopted TSP and HDC 2.202.04 state that the right-of-way width for a major arterial should be 101 feet. Consistent with the recent land use application approval directly across the street (Partition and Site Development Review for Reliable Auto) and other recent Site Development Reviews along the 99E corridor, staff is recommending a condition of approval for a 10-foot right-of-way dedication along the frontage to bring the public street right-of-way width from center line from 40 feet to 50 feet. Pacific Highway 99E is an Oregon Department of Transportation (ODOT) jurisdiction facility. ODOT Region 2 Staff Casey Knecht reviewed the development application and commented:

The site is adjacent to Pacific Highway East, No. 081 (OR-99E), and is subject to state laws administered by ODOT. The site currently has one highway approach at MP 29.69 which is presumed to be permitted. No modifications have been proposed to the approach and the proposal will not trigger any requirements from ODOT. If the applicant needs to perform any

work in the highway right-of-way (utilities, etc.), or if the city requires it (frontage improvements, etc.), the applicant will need to call the ODOT District 3 Permits office at 503-986-2900.

Staff finds the proposed development can meet all traffic safety, internal circulation, and parking requirements through compliance with the recommended condition of approval.

E. provision for adequate noise and/or visual buffering from non-compatible uses;

STAFF FINDINGS: HDC 2.207 addresses screening and buffering. Screening is used to eliminate or reduce visual impacts of services areas, outdoor storage, parking areas, etc. Buffering is used to mitigate adverse visual impacts, dust, noise, pollution, and to provide compatibility between dissimilar adjoining uses.

2.207.05 Screening and Buffering

A. Screening shall be used to eliminate or reduce the visual impacts of the following:

- 1. service areas and facilities, including garbage and waste disposal containers, recycling bins and loading areas;***
- 2. outdoor storage and outdoor display areas;***
- 3. parking areas for 20 or more vehicles for multi-family developments, or 30 or more vehicles for commercial or industrial uses;***
- 4. at and above-grade electrical and mechanical equipment, such as transformers, heat pumps, and air conditioners; and***
- 5. any other area or use as required by this Ordinance.***

B. Screening may be accomplished by the use of sight-obscuring plant materials (generally evergreens), earth berms, walls, fences, building parapets, building placement or other design techniques.

As adjacent land uses are compatible with the existing business, no buffering is recommended. Staff does recommend that the existing garbage and recycling dumpsters be screened with an enclosure, if they are not already. Additionally, staff recommends screening along the southern property boundary along the new parking lot which exceeds the 30 vehicle guideline.

Consistent with the code language above, staff finds this criterion can be met by compliance with the conditions of approval addressing screening.

F. retention of existing natural features on site;

STAFF FINDINGS: HDC 2.210 addresses riparian corridors, and HDC 2.211 addresses wetlands. The subject property abuts Little Bear Creek, and includes some riparian vegetation within that riparian corridor and wetlands mapped on the local inventory dated 2001. No changes are proposed to the existing riparian vegetation or wetlands with this application. There are also no changes proposed to the existing mature trees on site.

G. connectivity of internal circulation to existing and proposed streets, bikeways, and pedestrian facilities; and

STAFF FINDINGS: HDC 2.203.08(E) addresses pedestrian accessways within off-street parking areas. It states: “Accessways through parking lots are usually physically separated from adjacent vehicle parking or parallel vehicle traffic by curbs or similar devices including landscaping, trees, and lighting. Where accessways cross driveways, they are generally raised, paved, or marked in a manner that provides convenient access for pedestrians.” The existing developments shows some internal pedestrian connections between the buildings and the parking areas through pedestrian sidewalks/walkway. Staff has included a condition of approval for the applicant to install a crosswalk for dedicated pedestrian crossing between the large new parking lot and the offices, as well as providing a safe dedicated pathway from the Pacific Highway 99E frontage sidewalk to the offices. This could be accomplished by continuing the sidewalk in front of the first bank of parking spaces east to the public sidewalk. This standard can be met through compliance with the recommended condition of approval.

H. problems that may arise due to development within potential hazard areas.

STAFF FINDINGS: No hazard areas are identified, although drainage is always a concern with hydric soils in the area. Poor area drainage increases the importance of an engineered and functional drainage plan. Staff finds that this criterion can be met through the applicant’s compliance with the recommended condition of approval related to a stormwater drainage plan.

V. STAFF CONCLUSIONS & RECOMMENDATION

Based on the findings contained in this report, Staff concludes that the application (File DR 2021-03) can be found to comply with the applicable criteria, subject to compliance with the recommended conditions of approval listed below.

VI. RECOMMENDED CONDITIONS OF APPROVAL

Staff recommends APPROVAL of the application, subject to the following conditions of approval:

A. It is the responsibility of the applicant to obtain copies of and be familiar with all applicable codes and standards, including but not limited to required bonds. Conformance to City of Hubbard Design and Construction standards is required. Compliance with Conditions of Approval shall be the sole responsibility of the applicant.

B. **COST OF IMPROVEMENTS:** Applicant shall be responsible for all costs of public and private infrastructure improvements associated with the development.

C. **REVISED SITE PLAN:** Prior to building permits, the applicant shall submit a final site plan which demonstrates compliance with these conditions of approval, including parking lot paving, bicycle parking, screening, and pedestrian connectivity.

D. **BUILDING PERMITS:** A copy of all Marion County Building Permit(s) shall be furnished to the City.

E. **FRONTAGE DEDICATION:** Prior to final occupancy on the warehouse addition, applicant shall dedicate to 10 feet of public right-of-way along the full Pacific Highway 99E frontage.

F. STORMWATER: Prior to building permits, applicant shall submit a storm water drainage report prepared and sealed by a Registered Engineer in the State of Oregon in accordance with the Hubbard Design and Construction Standards. Prior to final occupancy, applicant shall demonstrate compliance with City of Hubbard Stormwater Standards.

G. UTILITIES:

1. Private water, sanitary sewer and storm drain systems on private property are reviewed and approved by Marion County (Plumbing Permit).
2. All utility work must be in accordance with the Oregon Health Authority (OHA) and the Oregon Department of Environmental Quality (DEQ).

H. PARKING: Prior to building permits, the applicant shall submit a revised site plan showing compliance with the parking provisions of HDC 2.203. Parking spaces shall meet the minimum dimensions of 8.5 feet by 20 feet. Hard surfaced parking areas shall be developed in compliance with specifications of HDC 2.203.07 and the Public Works Design Standards. All paving and striping shall be completed prior to final occupancy of the warehouse addition.

I. BICYCLE PARKING: Prior to building permits, the applicant shall submit a revised site plan showing compliance with the bicycle parking provisions of HDC 2.203.09.. Prior to final occupancy, the applicant shall demonstrate installation of a minimum of two bicycle parking spaces.

J. PEDESTRIAN ACCESS: Prior to building permits, the applicant shall demonstrate pedestrian accessways on a revised site plan. Accessways shall include a painted crosswalk from the new parking lot to the offices, as well as a safe marked/separated pedestrian access connecting the offices to the public sidewalk on Pacific Highway 99E. Prior to final occupancy, accessways shall be installed.

K. WHEEL STOPS: Prior to final occupancy, parking spaces along the outer boundaries of a parking area shall be contained by a curb or a bumper rail at least 4" high, located a minimum of 3 feet from the property line, to prevent a motor vehicle from extending over an adjacent property.

L. LIGHTING: Perimeter lighting is recommended by the Hubbard Police Department. If lighting is proposed, applicant shall submit a lighting plan for review and approval by Public Works. Any light used to illuminate a parking or loading area shall be arranged to be directed entirely onto the loading or parking area, shall not cast a glare or reflection onto moving vehicles on public rights-of-way. The applicant shall provide fixture catalogue cuts showing illumination patterns.

M. SCREENING: Prior to building permit, the applicant shall submit a revised site plan demonstrating an acceptable screening method for dumpsters and new parking area, consistent with HDC 2.207.05. Prior to occupancy, the applicant shall install required screening.

N. FENCES: All fences shall be constructed in compliance with the HDC 2.401.09 Fences, Walls, and Hedges.

O. SIGNS: The applicant is advised that signs must comply with Section 2.206, and may require a building permit prior to installation. Applicant shall submit renderings and plans for all signs to the City, and must receive all applicable approvals prior to installation.

P. Hubbard Police Department general recommendations for site security and emergency response: 6-inch street numbers, adequate lighting, and monitored security system.

Q. EXPIRATION OF APPROVAL: Site Development Review approvals shall be effective for a period of two (2) years from the date of written approval. If substantial construction of the approved plan has not begun within the two (2) year period, the approval shall expire. The applicant may request an extension of the approval for a period of one (1) year. A request for an extension of approval shall be submitted in writing at least thirty (30) days prior to the expiration date of the approval period. The project shall be constructed according to all approved plans. The approval shall be voided immediately if construction is a departure from the approved plan.

VII. PLANNING COMMISSION OPTIONS

- A. Motion to APPROVE Site Development Review file #DR 2021-03, and adopt the recommended findings and conditions of approval contained in the Staff Report dated January 12, 2022, as presented.
- B. Motion to APPROVE Site Development Review file #DR 2021-03, and adopt the recommended findings and conditions of approval contained in the Staff Report dated January 12, 2022, as REVISED by the Planning Commission (stating those revisions).
- C. DENY Site Development Review file #DR 2021-03 with amended findings that the application does not meet the applicable approval criteria.
- D. CONTINUE the hearing, to a date and time certain, if additional information is needed to determine whether applicable standards and criteria are sufficiently addressed.

EXHIBIT A:
APPLICATION MATERIALS SUBMITTED BY APPLICANT

SITE DEVELOPMENT REVIEW APPLICATION

CITY OF HUBBARD

3720 2nd Street (P.O. Box 380)

Hubbard, OR 97032

Phone: (503) 981-9633; Fax: (503) 981-8743

<http://www.cityofhubbard.org>

To Be Filled Out by Staff:

FILE: DR2021-03

DATE: 11/10/2021

FEE: 2500

RECEIPT NO: 10114065

APPLICANT: Michael L. Wellman WESTSIDE DRYWALL

MAILING ADDRESS: PO Box 1288, Silverton, OR.

PHONE: 503-873-8111

EMAIL

ADDRESS: well4206@yahoo.com

OWNER(S) (If different from above): Moshen Salem

PHONE: 503-806-1320

EMAIL

ADDRESS: PO Box 99

ADDRESS: Hubbard, OR. 97032

PROPOSED STRUCTURE/IMPROVEMENT: Warehouse addition for the storage of insulation materials

SQUARE FOOTAGE: 6,210 sf

ESTIMATED VALUE OF STRUCTURE/IMPROVEMENT: \$50,000

PROPERTY DESCRIPTION:

ADDRESS: 2755 Pacific Hwy.

MAP PAGE AND TAX LOT NO: 041W330B03000 ZONE: 1C

CURRENT USE/STRUCTURES: Business offices/warehouses SQUARE FOOTAGE OF SITE: 192,000 sf (4.42 AC.)

ZONE: INDUSTRIAL COMMERCIAL

SUBMITTAL REQUIREMENTS:

Please submit one (1) legible copy, drawn to scale on 8 1/2 x 11 or 11 x 17 inch paper and one (1) electronic copy (PDF format preferred); OR eight (8) full-size copies (typically 18 x 24-inch or larger paper), one (1) reduced-size copy (8 1/2 x 11 or 11 x 17-inch), and one (1) electronic copy (PDF format preferred) of the following application materials:

1. Site Analysis

- ☐ Existing site topography;
- ☐ Identification of areas exceeding 10% slopes;
- ☐ Site drainage, areas of potential flooding;
- ☐ Areas with significant natural vegetation;
- ☐ Classification of soil types;
- ☐ Existing structures, roadway access and utilities; and
- ☐ Existing and proposed streets, bikeways, and pedestrian facilities within 200 feet.

2. Site Plan

- ☐ Proposed grading and topographical changes;
- ☐ All proposed structures including finished floor elevations and setbacks;
- ☐ Vehicular and pedestrian circulation patterns, parking, loading and service areas;
- ☐ Proposed access to public roads and highways, railroads or other commercial or industrial transportation systems;
- ☐ Site drainage plan including methods of storm drainage, sanitary sewer system, water supply system and electrical services. Inverse elevations may be required for all underground transmission lines;
- ☐ Proposed landscape plan, to include appropriate visual screening and noise buffering, where necessary, to ensure compatibility with surrounding properties and uses;
- ☐ Proposed on-premise signs, fencing or other fabricated barriers, together with their heights and setbacks; and
- ☐ A schedule of expected development.

EVALUATION CRITERIA

In addition to compliance with the standards of the Development Code, the review of a Site Development Plan shall be based upon consideration of the following:

1. Characteristics of adjoining and surrounding uses;
2. Drainage and erosion control needs;
3. Public health factors;
4. Traffic safety, internal circulation and parking;
5. Provision for adequate noise and/or visual buffering from non-compatible uses;
6. Retention of existing natural features on site; and
7. Problems that may arise due to development within potential hazard areas.

I HEREBY CERTIFY THAT ALL STATEMENTS CONTAINED HEREIN, ALONG WITH THE EVIDENCE SUBMITTED, ARE IN ALL RESPECTS TRUE AND CORRECT; AND THAT THE REQUEST DOES NOT VIOLATE ANY DEED RESTRICTIONS THAT MAY BE ATTACHED OR IMPOSED UPON THE SUBJECT PROPERTY. (NOTE: ALL OWNERS MUST SIGN THIS APPLICATION OR SUBMIT LETTERS OF CONSENT. INCOMPLETE OR MISSING INFORMATION MAY DELAY THE APPROVAL PROCESS.)

11/8/21
Date

11/9/2021
Date

Date

[Signature]
Applicant

[Signature]
Owner(s)

Owner(s)

EXHIBIT A

LAND USE FEE SCHEDULE ACKNOWLEDGMENT

as of 2/11/2020 (attachment to Resolution No. 686-2020)

Resolution No. 685-2020 requires land use applications to reimburse the City for the actual costs associated with their applications. The City requires a deposit for land use application as required in section 3.206.03 in the Hubbard Development Code. Staff collects the deposit at the time of application.

Costs and time are paid out of the deposit. If it appears the costs exceed the initial deposit, the Director of Administration/City Recorder may require an additional deposit for costs that may be incurred to complete the project. At the end of the project a final bill will be prepared, and the City will either request additional funds or issue a refund check.

The following are examples of the most common types of charges and amounts per hour that will be incurred for land use projects in the City. These rates are provided for example purposes only, and you will be charged the actual costs incurred by the City as required by Resolution 685-2020. These example rates will therefore be reviewed annually and updated as necessary. You may request a copy of the most recent example rates at any time by contacting the Director of Administration/City Recorder.

City Planner **\$85.00**

(The City Planner prepares staff reports, final actions, and makes presentations at Planning Commission and Council meetings.)

City Engineer **\$165.00**

(The City Engineer may be requested to investigate or review plans submitted by the applicant, and may make presentations at required meetings)

Director of Admin/Recorder **\$90.00**

Admin Assistant **\$45.00**

(The Planning Secretary prepares applicants files, prepares comments for other departments, prepares public hearing notices, posts and mails notices, answers applicants questions and attends all meetings)

Public Works Director/Superintendent **\$84.00**

Public Works Admin Manager **\$68.00**

Utility Worker II **\$58.00**

Utility Worker I **\$37.00**

Admin Assistant **\$20.00**

(The Public Works personnel reviews applications and comments regarding water, sewer, streets, backflow devices, and storm drain issues)

Police Chief **\$83.00**

(The Police Chief reviews plans and looks into safety concerns such as lighting and addressing issues)

City Attorney **\$235.00**

(Review of documents, negotiation of conflicts, litigation and enforcement issues)

Office Copies (Black & White 8 1/2 X 11) **.25 per page**

Color **.35 per page**

(Black & White 11X 17) **.50 per page**

Color **.70 per page**

Long Distance Phone Calls **\$3.00 per call**

Fax **\$2.00 per fax + .50 per page**

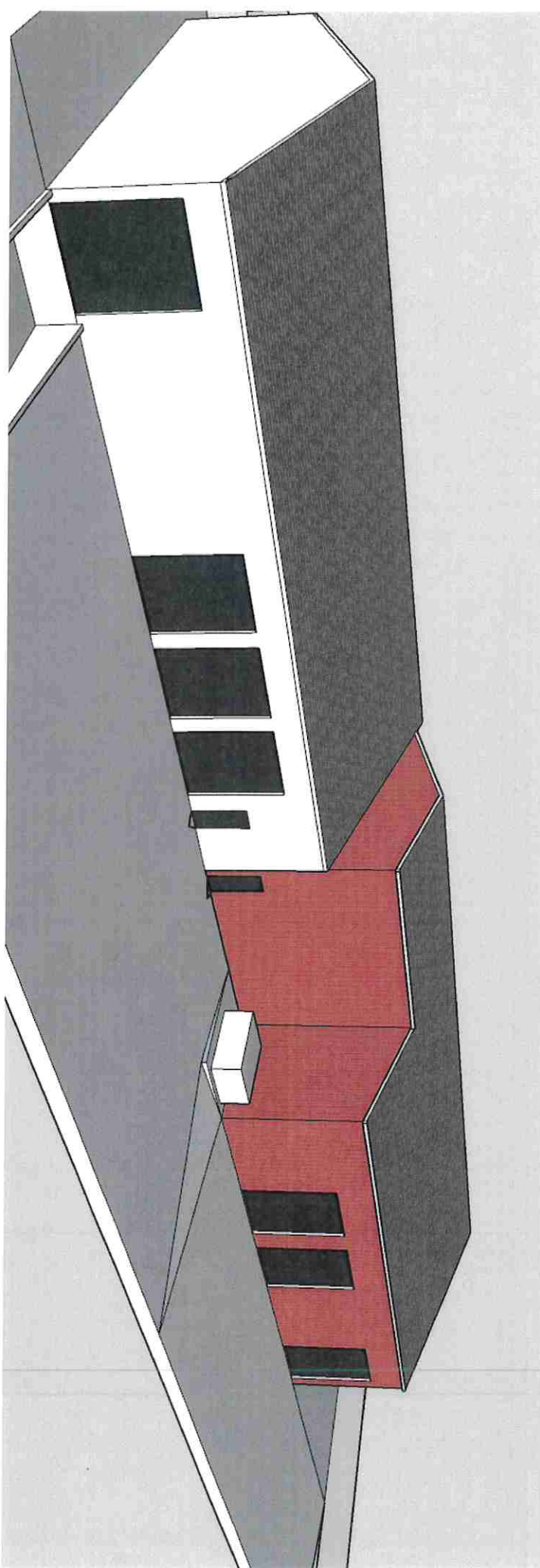
I have read this information and understand that the land use fee is a deposit and the application may cost more or less.

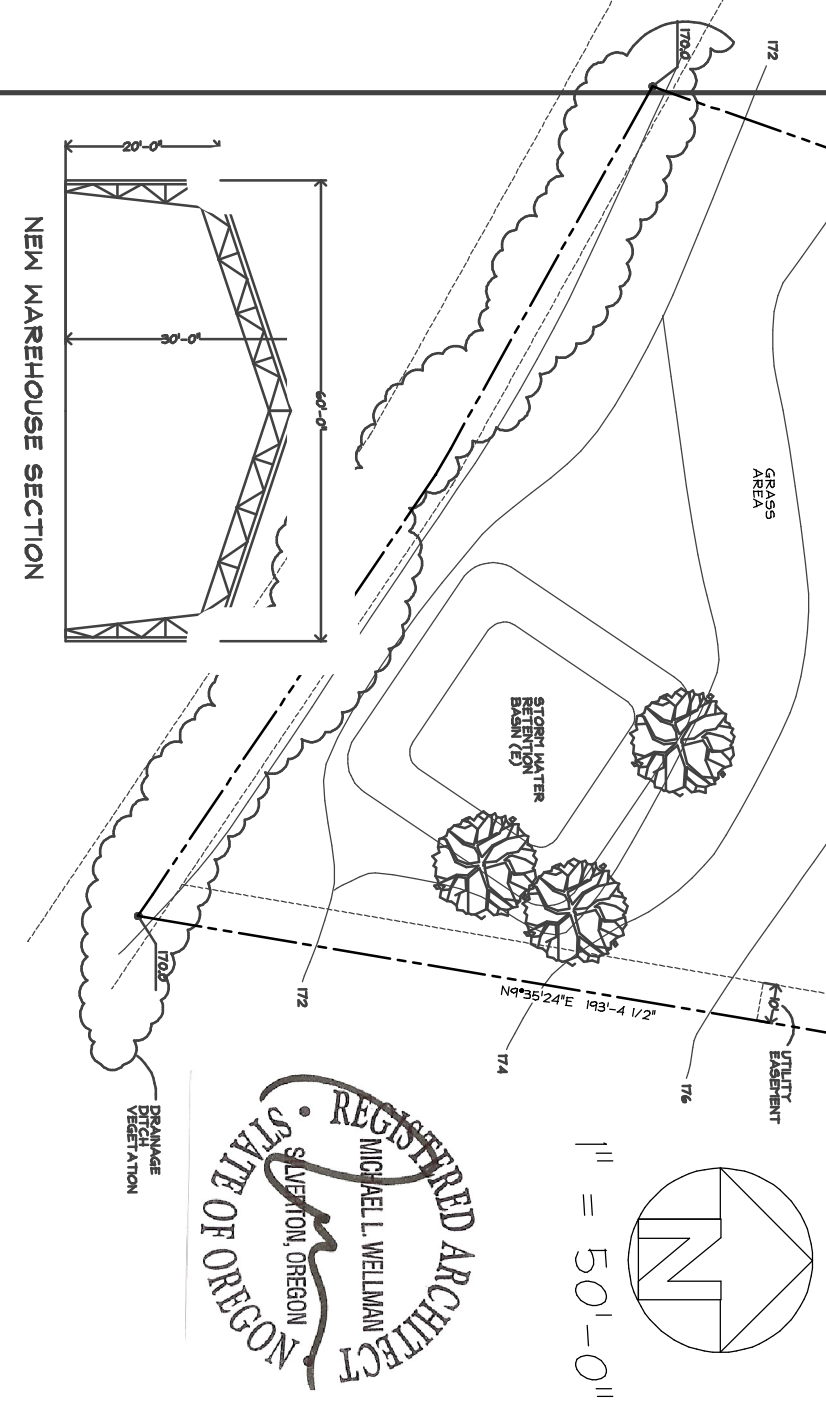
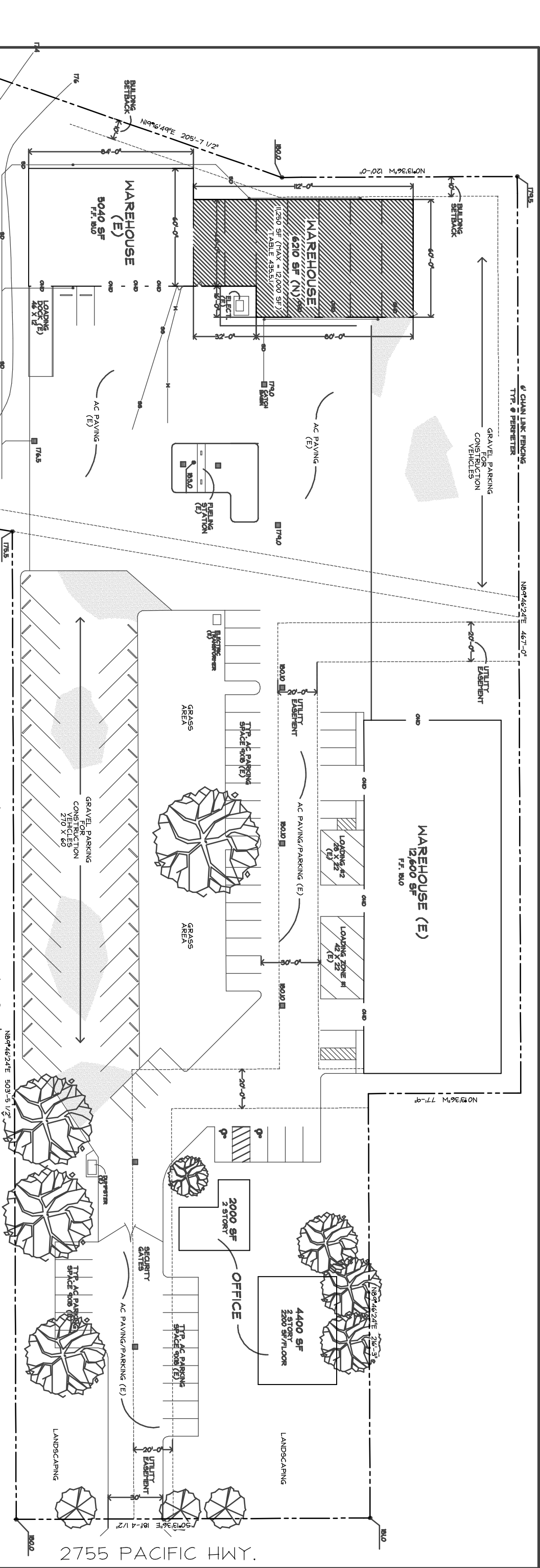
Applicants Signature

Man Rodriguez

Date

11-10-21





SITE PLAN

SITE DATA:
TOTAL SITE AREA: 4.42 ACRES

- BUILDING COVERAGE:
- EXST'G OFFICES = 6,400 SF
 - EXST'G NORTH WAREHOUSE = 12,600 SF
 - EXST'G WEST WAREHOUSE = 5,040 SF
 - PROPOSED WEST WAREHOUSE ADDITION = 6,210 SF

EXST'G PAVING = 58,000 SF
EXST'G GRAVEL PARKING = 16,100 SF
EXST'G PARKING SPACES (PAVED) = 51
LANDSCAPE AREA(S) = 26,336 SF (14% > 10%)
UNDEVELOPED AREA = 112,000 SF

REVISED 12/2/22

MICHAEL L. WELLMAN
ARCHITECT LLC
P.O. BOX 1288
SILVERTON, OREGON
97381
503-873-8111
e-mail well4206@yahoo.com



RESPONSES FROM APPLICANT

Below in **RED** are the applicant Architect Michael Wellman's responses to Planner's questions. These were sent in an email dated December 2, 2021.

1. Can you please confirm who signed the application form as the owner? **OWNER, MOSHEN SALEM**
2. As I understand it, the scope of the SDR application is a 6,000 SF± foot building footprint, plus the gravel parking on the south side (added since the last SDR site plan approval). What is the size of the new gravel parking area? Do you know what year it was installed? It was still grass in aerial images from 2007.
SHOWN ON THE SUBMITTED SITE PLAN AT JUST OVER 16,000 SF. IT'S BEEN THERE FOR 6-8 YEARS.
3. Can you please provide the finished height and number of stories for the new warehouse structure? Is the gross floor area 6,000 SF± or 12,000 SF±? **I'VE ADDED A CROSS SECTION TO THE SITE PLAN SHEET, EAVE HEIGHT IS 30', 1 STORY STRUCTURE. THE ADDITION IS 6210 SF ADDED TO THE EXISTING 5040 SF WAREHOUSE.**
4. Can you please help me understand the gross floor area of all buildings on the property, and are they 1-story, 2-story, mezzanine? **EXCEPT FOR THE FRONT OFFICE BUILDING (NOW NOTED AS 2 STORY, ALL ARE SINGLE STORY.**
5. Will the gravel parking area for construction vehicles be restricted to company-owned vehicles, and is the owner committing to enforce this policy? Aerial images from 5+ years prior show it used as employee parking. I expect the Planning Commission to ask about this. **THE APPROXIMATELY 40+ SPACES ARE USE FOR COMPANY OWNED VEHICLES (VANS, PICKUPS & CARS). THEY ARE PARKED THERE OVERNIGHT & DURING THE WORK DAY THE DRIVERS PICKUP THIER VEHICLES & LEAVE THEIR CARS IN THEIR PLACE. THIS IS WHY THE DAYTIME ARIALS WOULD SHOW PARKED EMPLOYEE VEHICLES.**
6. Please provide dimensions of parking spaces, driveways, and loading zones. **NOTED ON ATTACHED SITE PLAN**
7. Loading zones are required to be paved, so presumably some additional paving will be necessary in front of the new building? **NO CHANGE TO LOADING ZONES, MOST OF THE AREA IN FRONT OF THE PROPOSED IS ALREADY PAVED, THOUGH SOME PATCHING WILL BE REQUIRED.**
8. Will you be submitting storm water calculations to demonstrate that the existing detention basin is sufficient for the expanded impervious surface (warehouse + gravel parking area)? **NO, I BELIEVE THE ORIGINAL CALCS INCLUDED 3 FUTURE WAREHOUSES ONE LOCATED WHERE THE GRAVEL PARKING IS NOW. I BELIEVE THESE IMPERVIOUS AREAS WERE INCLUDED. SEE SITE PLAN DATED 1998. (PHOTOS ATTACHED)**
9. If the detention basin is proposed to be expanded, please show the riparian setback. Pursuant to HDC 2.210.04, stormwater facilities may be placed/expanded within the creek riparian setback, but consult with DSL/ODFW may be required. Out of curiosity, is there opportunity for detention capacity in the grassy area in the center of the site? **NO ADDITIONAL AREA IS NEEDED, SEE ITEM 8 ABOVE.**
10. Are striped loading zones proposed? **THEY ARE EXISTING IN FRONT OF THE NORTH WAREHOUSE AND ARE STRIPED. THE OTHER LOADING AREA IS THE EXISTING LOADING DOCK.**
11. **Are striped pedestrian crossings, walkways, ingress/egress points proposed?**
12. Is bicycle parking proposed? **NO**
13. Are changes proposed to existing landscaping areas? **NO**
14. Is new lighting proposed for the site? **NO**
15. What is the location of the garbage/recycling dumpsters, are they proposed to be expanded, and will they be screened? **THE EXISTING DUMPSTER IS JUST INSIDE THE ENTER GATES, NO ADDITIONAL PROPOSED. SHOWN ON SITE PLAN.**
16. Will you be submitting narrative responses to the SDR criteria in HDC 3.105? **NO, FOR SUCH A SIMPLE PROJECT ALL THE REQUIRE INFORMATION IS ON THE SITE.**
17. Is the warehouse proposed to be sprinkled? **NOT REQUIRED.**
18. Is any additional signage proposed for the site? **NO**

Hubbard Planning Commission - Public Hearing Script

January 18, 2022

CHAIR: Good evening, my name is _____. I am the Chair of the Hubbard Planning Commission, and I will be presiding over this hearing. This is the time and place set for the public hearing in the matter of:

Site Development Review file # DR 2021-04 Site Development Review approval for a change of occupancy to convert an existing 1,502 square foot house into commercial office use.

The hearing is now open. It is _____ PM. Oregon land use law requires several items to be read into the record at the beginning of every public hearing. The City Planner will review this material; your patience is appreciated as she goes through these statements.

City Planner (Holly Byram): The applicable substantive criteria upon which this case will be decided are found in the Hubbard Development Code Hubbard Development Code (HDC) 2.106 C-Commercial Zone, Section 2.200 General Development Standards, and Section 3.105 Site Development Review, 3.110 – Non-Conforming Uses.

All testimony and evidence received during this public hearing must be directed toward these approval criteria, or to such other rule, law, regulation, or policy which you believe to apply to this case. An issue which may be the basis for an appeal to the City Council or the Land Use Board of Appeals shall be raised not later than the close of the record at or following the *final* evidentiary hearing on this case. Such issues shall be raised with and accompanied by statements or evidence sufficient to afford this body, and the parties to this hearing, an adequate opportunity to respond to each issue.

This public hearing will proceed with the staff report and any other comments from governmental agencies that are in attendance; followed by the applicant and all of those who are in support of the application. All of those opposed to the application will then be allowed to speak, followed by those with general comments who are neither for nor against the application. Finally, the applicant will be entitled to a rebuttal period.

Please state your name, physical address, and mailing address clearly for the record before your comments. Please try to avoid repetition if someone else has already expressed the same thoughts. It is perfectly alright to state that you agree with the statements of that previous speaker. Please be assured that everyone will have an opportunity to speak.

If you have documents, maps, or letters that you wish to have considered by this body, they must formally be placed in the record of this proceeding. To do that, either before or after you speak; please submit the material to Vickie Nogle who will make sure your evidence is properly taken care of.

Prior to the conclusion of the first hearing on a land use application, any participant may request an opportunity to present additional evidence or testimony regarding the application. If such a request is made, it will be up to this body to determine if the hearing will be continued to a time and date certain, or if the record will be kept open for the submission of additional evidence.

CHAIR: With that out of the way, I need to ask the audience and fellow Commissioners a few questions:

1. Does any member of the audience have any objections to the notice that was published?
2. Does any member of the audience wish to challenge the jurisdiction of the Planning Commission to hear this matter?
3. Does any member of the Planning Commission wish to declare a potential or actual conflict of interest or bias?
4. Does any member of the Planning Commission wish to report any site visits or ex-parte contacts?
5. Does any member of the audience wish to challenge the impartiality or ex-parte disclosures of any member of the Planning Commission?

CHAIR: City Planner Holly Byram please give the staff report.

City Planner (Holly Byram): Staff Report

CHAIR: Are there any questions of staff from the Planning Commission before we continue and accept public testimony?

CHAIR: I will now accept public testimony regarding this case.

- Would the applicant or their representative like to speak?
- Is there anyone who would like to speak in support of the application?
- Is there anyone who would like to speak in opposition the application?
- Is there anyone who would like to speak neither for nor against the application (neutral)?
- Would the Planning Commission like the applicant to address any of the testimony?

CHAIR:

Before I close or continue the public hearing, are there any additional questions from the Planning Commissioners or staff or anyone? As a reminder, once I close the hearing only Commissioners or staff may speak.

Public testimony is now over. I will close the public hearing at _____ PM. I will now entertain discussion on the application and/or a motion.