

MEETING NOTICE FOR THE CITY OF HUBBARD

TUESDAY

MARCH 15, 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 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/84326836011?pwd=Q3ZZVURVMWF6U3NpdHUrcUJTc1hCUT09>

Meeting ID: 843 2683 6011

Passcode: 121099

One tap mobile

+13462487799,,84326836011#,,,,*121099# US (Houston)

+14086380968,,84326836011#,,,,*121099# US (San Jose)

Dial by your location

+1 346 248 7799 US (Houston)

+1 408 638 0968 US (San Jose)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 646 876 9923 US (New York)

Meeting ID: 843 2683 6011

Passcode: 121099

Find your local number: <https://us02web.zoom.us/j/84326836011?pwd=Q3ZZVURVMWF6U3NpdHUrcUJTc1hCUT09>

*****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 3/8/2022

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

MARCH 15, 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)**

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- 1) **CALL TO ORDER.**
 - a) Flag Salute.
- 2) **APPROVAL OF THE FEBRUARY 15, 2022, PLANNING COMMISSION MEETING MINUTES.**
- 3) **CONTINUED PUBLIC HEARING.**
 - a) 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.
- 4) **DISCUSSION REGARDING PLANNING COMMISSION MEETINGS.**
- 5) **ADJOURNMENT.** (Next regular scheduled Planning Commission meeting April 19, 2022, at 6:30 p.m.)

**CITY OF HUBBARD
PLANNING COMMISSION MINUTES
FEBRUARY 15, 2022**

CALL TO ORDER. There wasn't a quorum of the Planning Commission. The Public Hearing was continued to the March 15, 2022 meeting.

Planning Commission Present: Planning Commissioner Glenn Holum.

Excused Absent: Planning Commissioner Nik Kulikov, Planning Commission Chairman Scott Stierle, Planning Commissioner Fil Kartal.

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.

CONTINUED PUBLIC HEARING.

- a) **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 6210 SF warehouse.**

ADJOURNMENT. (The next scheduled Planning Commission Meeting will be March 15, 2022 at 6:30 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

March 15, 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:

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

The continued 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.



100 HIGH STREET S.E., Suite 200 | SALEM, OREGON 97301 | www.mwvcog.org
T: 503.588.6177 | F: 503-588-6094 | E: mwvcog@mwvcog.org
An equal opportunity lender, provider, and employer

DATE: March 8, 2022 for the March 15, 2022 meeting
TO: Hubbard Planning Commission
FROM: Holly Byram, City Planner, MWVCOG
RE: **Continued public hearing, file # DR 2021-03 Westside Drywall**

SUMMARY:

The Hubbard Planning Commission convened a duly-noticed public hearing by Zoom for Site Development Review file # DR 2021-03 for business Westside Drywall located at 2755 Pacific Highway 99E in Hubbard on Tuesday, January 18, 2022. Following the staff report and public testimony, the Planning Commission voted 3-1-0 to continue the public hearing to the next regular meeting of February 15, 2022 in order to allow the applicant additional time to research their options for parking lot surfacing.

Following the public hearing, on January 27, 2022, the applicant submitted to staff by email the two attached items:

- 1) Revised site plan showing the gravel parking lot will be paved, as well as a pedestrian connection to Pacific Highway 99E.
- 2) Storm water calculations from 2001, with redline notes from project Engineer Michael Wellman in January of 2022, confirming there is sufficient stormwater capacity in the existing detention facility.

The attached items submitted by the applicant demonstrate that the related recommended conditions of approval are feasible, and that the applicant is willing to meet them.

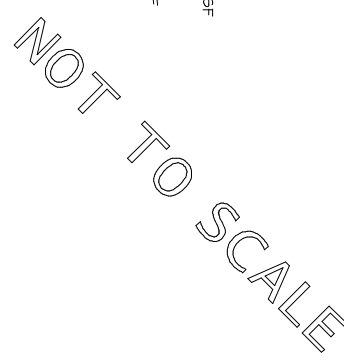
Consequently, staff has made no changes to the original findings or recommended conditions of approval. Staff recommends that the Planning Commission use the original motion to approve this file, as provided below. There is no harm if any of the conditions of approval are already met. Each individual condition is reviewed prior to the attached deadline, which is either “prior to building permits” or “prior to final occupancy.”

On the date of the continued public hearing, February 15, 2022, the Hubbard Planning Commission did not have a quorum to open the continued public hearing. The full meeting agenda was, therefore, tabled to the next regular meeting of the Hubbard Planning Commission which was March 15, 2022. All people in attendance were notified of this date change at that moment, so no additional noticing was required.

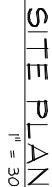
A note on the timeclock: Oregon land use law requires a final local land use decision to be rendered within 120 days of a complete application. This application was deemed complete on December 14, 2021. The deadline for a final decision is April 13, 2022. A written time extension (waiver) from the applicant will only be required if a final decision is not made on March 15, 2022 or if an appeal is received in response to that decision.

RECOMMENDED MOTION:

Motion to APPROVE Site Development Review file #DR 2021-03, and adopt the recommended findings and conditions of approval contained in the original Staff Report dated January 12, 2022.



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



FOR John Ammend JOB No. 05601JA DATE 8-17-01
 SUBJECT Westside Business Park (REV) BY FAH Page 1 of 4

CHECK EXISTING DETENTION POND WITH NEW HARD SURFACE

C ROOFS & PAVED SURFACES = 0.92

C Agriculture = 0.20

EXISTING Pavement & Roof SURFACE AREA = $33000 + 16059 = 49059 \text{ ft}^2$

FUTURE WAREHOUSE = $11538 + 14362 + 18388 + 2600 = 46888 \text{ ft}^2$

RESERVOIRS & PUMP HOUSE = $(2 \times 3526) + 240 = 7292 \text{ ft}^2$

NEW PAVING FOR GAS FILLING AREA = 13775 ft^2

TOTAL IMPERVIOUS AREA = $116984 \text{ ft}^2 = 2.6856 \text{ Acres}$

TOTAL PERVIOUS AREA = $113321 \text{ ft}^2 = 2.6015 \text{ Acres}$

TOTAL LOT AREA = 5.3 Acres (+/-)

COMPOSITE RUNOFF COEFFICIENT = $\frac{.92(2.68) + .2(2.61)}{5.29}$

$= 0.56$

DESIGN RUNOFF COEFFICIENT = 0.65 FOR LIGHT INDUSTRIAL (SEE CALCULATION DATED 5-22-98)

$0.65 > 0.56 \text{ OK}$

$Q_5 = 0.7(51)(5.3) = 0.53 \text{ cfs}$

UNDEVELOPED 5yr RUNOFF = $0.53 \text{ cfs} = Q_{lim}$

DEVELOPED FLOWS. $Q = CIA$

$Q_{25} = 0.65(1162)(5.3) = 5.58 \text{ cfs}$

$Q_{10} = 0.65(1128)(5.3) = 4.41 \text{ cfs}$

25yr STORM ROUTED THROUGH POND. $45' \text{ SQ. W } 3:1 \text{ SIDE SLOPE}$

STORAGE Volume = $REQD = 3532 \text{ ft}^3$

STORAGE Volume Available $\approx 9000 \text{ ft}^3$

Out flow with $4\frac{1}{4}"$ ORIFICE = 0.53 cfs

EXISTING POND OK

Breshears/Thornton Engineering Consultants, Ltd.

AREA OF NEW PARKING SEE SITE PLAN FROM 1998

JAN 2022

IMPERF. AREA W/ NEW PARKING = $104,350 \text{ SF}$

REGISTERED ARCHITECT
 MICHAEL L. WELLMAN
 SILVERTON, OREGON
 STATE OF OREGON
 (SEE CALCULATION DATED 5-22-98)

REGISTERED PROFESSIONAL ENGINEER
 10637
 JULY 18, 1989
 GARY E. THORNTON

6/30/02

(JAN. 2022 OVER 50% LESS THAN STORAGE AVAILABLE)