

MEETING NOTICE FOR THE CITY OF HUBBARD

TUESDAY

JULY 19, 2022

PLANNING COMMISSION: HOLUM, STIERLE, KARTAL, KULIKOV

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 below address. If you desire to participate in the public hearing and are unable to provide written comments 48 hours in advance of the public hearing, please contact the Director of Administration/City Recorder, Hubbard City Hall, 3720 2nd St., (PO Box 380) Hubbard OR 97032 (Phone No. 503-981-9633) prior to the scheduled meeting time.

See the below choices to Join the Zoom Meeting:

<https://us02web.zoom.us/j/81860719572?pwd=Z3VFanZ4bTBIL21KZ3NHSOM1UzJwZz09>

Meeting ID: 818 6071 9572

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Live streaming: <https://www.cityofhubbard.org/livestream>

Agenda / Packet is located at the following link: <https://www.cityofhubbard.org/meetings>

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

Please contact the Director of Administration/City Recorder 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 7/13/2022

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

JULY 19, 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 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.

1) CALL TO ORDER.

- a) Flag Salute.

2) APPROVAL OF MINUTES:

- a) January 18, 2022.
- b) May 17, 2022.

3) PUBLIC HEARING.

- a) Site Development Review #DR 2022-01 & Conditional Use Permit CU 2022-01 / 3187 G Street (Brett Fobert, B & T Towing and Transportation LLC) request to use the existing commercial building and property, for the operation of a vehicle towing business, with the option to add vehicle repair within the existing building, and paving the front parking lot and storage yard.

4) ADJOURNMENT. (Next regular scheduled Planning Commission meeting August 16, 2022, at 6:30 p.m.)

**CITY OF HUBBARD
PLANNING COMMISSION MINUTES
JANUARY 18, 2022**

CALL TO ORDER. The Hubbard Planning Commission meeting was called to order at 6:36p.m. by Planning Commission Chair Scott Stierle via Zoom.

Planning Commission Present: Planning Commissioner Glenn Holum, Planning Commission Chair Scott Stierle, Planning Commissioner Fil Kartal, 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: Robert Harden, Manny Rodriguez, Michael Wellman.

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

SWEARING IN OF PLANNING COMMISSION MEMBERS.

a) Fil Kartal with the term ending December 31, 2024

Director of Administration/City Recorder Vickie Nogle swore in Fil Kartal.

APPOINT CHAIR. MSA/Planning Commissioner Fil Kartal / Planning Commissioner Glenn Holum motioned to appoint Scott Steirle to Planning Commission Chairman. Planning Commissioner Chairman Scott Stierle, Planning Commissioner Glenn Holum, Planning Commissioner Fil Kartal, Planning Commissioner Nik Kulikov were in favor. Motion passed unanimously.

APPOINT VICE CHAIR. MSA/Planning Commission Chair /Scott Steirle/ Planning Commissioner Nik Kulikov motioned to appoint Planning Commissioner Glen Holum to Vice Chair. Planning Commission Chairman Scott Stierle, Planning Commissioner Glenn Holum, Planning Commissioner Fil Kartal, Planning Commissioner Nik Kulikov were in favor. Motion passed unanimously.

APPROVAL OF THE AUGUST 17, 2021, PLANNING COMMISSION MEETING MINUTES. MSA/Planning Commissioner Glenn Holum / Planning Commissioner Nik Kulikov moved to approve the minutes from the August 17, 2021, meeting. Planning Commission Chairman Scott Stierle, Planning Commissioner Glenn Holum, Planning Commissioner Fil Kartal, Planning Commissioner Nik Kulikov were in favor. Motion passed unanimously.

PUBLIC HEARING.

- a) Site Development Review #DR #2021-04 / 4074 Pacific Highway 99E, (Robert & Kemper Harden) for Change of Occupancy to convert the existing house into commercial office use.**

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Planning Commission Chairman Scott Stierle opened the Public Hearing at 6:42 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 11, with additional exhibits. The request is a Site Development Review approval for a change of occupancy to convert an existing 1502 square foot house into commercial office use. This is a Type II action which 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 and an appeal of this type of action is to the City Council.

City Planner Holly Byram, MWVCOG, said the property is zoned Commercial and a professional office is a permitted use. No changes are proposed to existing site amenities including paved parking, driveway, storm water control, and landscaping. She went on to say that the applicant reports that the house has not been occupied as a residence for more than 10 years and for this reason staff determined that the vacant house could not be resumed in residential use. The Applicant is proposing to convert the house to a commercial office building and remodeling is proposed to both the interior and exterior. The property is zoned Commercial and a professional office is a permitted use.

City Planner Holly Byram, MWVCOG, said Marion County Building Department commented on this proposal and they confirmed the applicant would need a structural permit, which confirms that they would be working with Marion County for permits and inspections.

City Planner Holly Byram, MWVCOG, summarized the different criteria that is considered in a Site Development Review, that was included in the staff report.

City Planner Holly Byram, MWVCOG said staffs only concern with the drainage and erosion control needs is that there is no easement on the storm water facility between the 3 parcels, so there would need to be an easement as a condition of approval.

City Planner Holly Byram, MWVCOG, said there is adequate parking spaces, however the applicant states that bicycles are allowed to be parked in the adjacent warehouse so staff recommends that a bike rack with parking for two bicycles be installed as a condition of approval. She also said staff is recommending a 10 ft. right-of-way dedication along the 86 ft. wide frontage of Parcel 1 only, to bring the public right-of-way width from center line from 40 ft. to 50 ft. as a condition of approval.

City Planner Holly Byram, MWVCOG said it is not convenient for foot traffic traveling along 99E to access the front of the building so staff recommends the applicant pave the pedestrian pathway

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shown in the 2006 site plan or similar accessible connection from the public sidewalk on 99E as a condition of approval.

City Planner Holly Byram, MWVCOG, stated that Staff recommends approval of the site development review subject to the conditions of approval listed on page 9 & 10 in the Staff Report dated January 14, 2022.

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.

Property owner Robert Harden, 10883 SW Maryland Street, Tualatin had nothing to add, but stated he was here to answer any questions.

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

Planning Commission Chairman Scott Stierle asked if there was anyone to speak in 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. He went on to say as a reminder that once he closed the hearing only Commissioners or staff may speak.

Planning Commission Chairman closed the Public Hearing at 7:06 p.m. and said he will entertain discussion on the application and/or a motion.

MSA/Planning Commissioner Fil Kartal/Planning Commissioner Glenn Holum made a motion to approve Site Development Review file #DR 2021-04 and adopt the recommended findings and conditions of approval contained in the staff report dated January 14, 2022 as presented. Planning Commission Chairman Scott Stierle, Planning Commissioner Glenn Holum, Planning Commissioner Fil Kartal, and Planning Commissioner Nik Kulikov were in favor. Motion passed unanimously.

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 6210 SF warehouse.

Planning Commission Chairman Scott Stierle opened the Public Hearing at 7:14 p.m.

Planning Commission Chairman Scott Stierle read the legislative hearing statement.

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

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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 15, with additional exhibits. The request is a 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 and they are being represented by architect Michael Wellman.

City Planner Holly Byram, MWVCOG, stated there are several prior land use decisions on the property. The original development was approved in 1998 – 1999. There were also land use reviews in 2000 and 2003, and over time they have added buildings, they had a plan for the full property to eventually be built out. She added at this time the plan is for them to expand on of their existing warehouses, the warehouse is currently 5040 SF and they are adding an additional 6210 SF, referred to as the West Warehouse.

City Planner Holly Byram, MWVCOG, explained that also included in this review is a 16,200 SF parking lot. She added that this is a parking lot that has evolved over time and was not approved with the last land use review, but in the past 6-8 years it started being used by the business, so it is being included in this scope of review, because it was not reviewed previously.

City Planner Holly Byram, MWVCOG, said the property is located at the South East end of the 99E corridor, and properties in that area are zoned industrial, and industrial/commercial use. The southern end of the property butts up to Little Bear Creek and that is where they have their storm water facility. The parking lot included in this review is located in the southern part of the property and during the last few years' aerial imagery shows that employees park there during the day, and during the night that is where they park the company vehicles, such as vans and trucks.

City Planner Holly Byram, MWVCOG said the standards and criteria for this review are found in section 3.105.03 of the Hubbard Development Code, and what triggered the land use review was a building expansion that exceeded 25% of the total square footage of the existing structure and the intensity use of the property through use of the parking lot.

City Planner Holly Byram, MWVCOG, went over the criteria for drainage and erosion control needs. She said there is an existing storm water facility on the site, but we do not know how much of the development was reviewed for that facility because we do not have a copy of the drainage plan for that, and both Public Works and the City Engineer needs to review that in order to confirm that the existing stormwater facility will accommodate the proposed development of the warehouse and parking lot. Staff has included a condition of approval for a copy of the stormwater report, consistent with the City's standards.

City Planner Holly Byram, MWVCOG went over the criteria for traffic safety, internal circulation and parking. She said staff is recommending conditions of approval for the applicant to demonstrate compliance with the size of the parking spaces and drive aisle in the new parking lot. She also said all driveways, parking, maneuvering and loading areas shall have a durable hard surface and staff is recommending as a condition of approval that all parking and driveways are

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paved, which includes the full new parking lot. Furthermore, a minimum of 2 bicycle parking spaces, and a 10-foot high 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 as conditions of approval.

City Planner Holly Byram, MWVCOG, stated staff recommends screening along the southern property boundary along the new parking lot which exceeds the 30 vehicle guideline stated in the Code.

City Planner Holly Byram, MWVCOG said 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.

City Planner Holly Byram, MWVCOG, said Staff recommends approval of the application subject to the conditions of approval contained in the Staff Report dated January 12, 2022, as presented.

Planning Commission Chairman Scott Stierle asked if there were any questions of staff from the Planning Commission before we continue and accept public testimony.

Director of Administration / City Recorder Vickie Nogle commented that the applicant submitted 2 pictures of the parking lot and she emailed them to the Planning Commission members and also uploaded them to the City's website.

Planning Commission Chairman Scott Stierle asked if the applicant or their representative would like to speak.

Michael Wellman, 113 S. 1st Street, Silverton, mailing address, PO Box 1288, Silverton, Oregon, stated the biggest issue he sees regarding the conditions of approval is the parking lot issue, which is a huge expense. He went on to say when he was reading the zoning code about parking lots it is pretty clear from the pictures that Manny sent, it is parking for construction vehicles, not employees, they come and get in their vehicles and leave, but it is a parking lot for construction vehicles. Furthermore, the parking that is provided on site for employees is paved, and all per code, which has been approved in the past, so we don't feel by your own code that says you are allowed to park commercial vehicles there on gravel, so if that is the case, the storm water issue is a moot issue because we are adding no impervious surfaces to the project. He stated the original design for the stormwater was based on a 2005 drawing of future warehouses which are all impervious surfaces, some which did not get built, which was submitted to the City of Hubbard and it is unfortunate the city does not have a copy.

Manny Rodriguez, 15700 SW Division, Beaverton, Oregon 97007, said he has been with Westside Drywall 26 years and was Project Manager/Superintendent on the original development so he is very familiar with it. He said the retention pond was designed for all future buildings in mind, as builds were provided to the City in 1998. As far as the gravel parking he sent a couple of pictures, and said that company vehicles are parked there. Furthermore, he stated they have over 58,000 SF of asphalt right now and does not want to add anymore. He said they are comfortable with the other conditions of approval.

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

Planning Commission Chairman Scott Stierle asked if there was anyone who would like to speak in opposition of the application, and if there was anyone who would like to speak neither for nor against the application. There were no opponents.

Planning Commission Chairman Scott Stierle went on to ask if the Planning Commission would like the applicant to address any of the testimony.

Planning Commissioner Fil Kartal asked the applicant if the parking lot that is recommended for paving existing now, and are the parking spaces marked on the gravel, or how are they separated.

Manny Rodriguez, Westside Drywall, said the parking lot does exist now and there are bumpers that identify the parking spaces. He said their fleet has grown over the years and they need a place to park them, and they do have more than enough parking for the people that work on site. He went on to say the people that use the company vehicles do not work on site, they work on construction sites so they come and get in their construction vehicle and go to work, then they come back and park it and go home.

Planning Commissioner Fil Kartal asked City Planner Holly Byram, MWVCOG, why we would want something paved that is already existing.

Michael Wellman, Architect for Westside Drywall, said he argued with City Planner Holly Byram, MWVCOG, that this was construction parking and he said she went strictly by The City Code and her interpretation is different than his.

City Planner Holly Byram, MWVCOG, shared section 2.203.07 of the Hubbard Municipal Code, which deals with the parking and loading areas. She said there is a provision, that allows for areas adjacent parking lots that allows for storage of material, supplies, construction vehicles and products, but it is not intended to be a parking lot and driveways where you have large trucks circulating throughout the day. This is the code that is included in the Staff report.

Michael Wellman, representative for Westside Drywall, said the code states “areas adjacent parking lots used exclusively for storage, construction vehicles, etc.,” He explained the trucks don’t really have to drive through this gravel area, they could go around, it was just more convenient to put the arrows to get the circulation better so it is just a matter of semantics, it just doesn’t make a lot of sense to impose this kind of cost just to park some vans on. Furthermore, he said that he disagrees with City Planner Holly Byram interpretation of this and the pictures that were provided showing construction vehicles parking adjacent to required parking is pretty sufficient.

Planning Commissioner Fil Kartal asked City Planner Holly Byram if construction vehicles park there, and then they leave and go to work, is that not the same thing that Michael Wellman brought up, is a parking lot a parking lot, and are construction vehicles sitting in a gravel parking area, not the same criteria.

City Planner Holly Byram said she has posed that question to several other City Staff members and they have looked at aerial photos from the last 6-8 years and every aerial photo showed employees vehicles parking there during the day, and if that were not the case then she could understand why it could maybe be considered a storage area, but during the day, all day, it is a parking lot and that is why staff members all agreed this was the appropriate interpretation for this parking lot that was not approved with the last land use approval.

Michael Wellman, representative for Westside Drywall, said the photos were not taken after hours when there are construction vehicles there, so he disagrees with City Planner Holly Byram's and Staff's interpretation. He went on to say Westside Drywall has provided all the required parking on pavement and this is not required parking, it is construction vehicle parking. Furthermore, he said during the day it does look like employee parking, and technically it is, but they are not people that work on site, so the Planning Commission really needs to look at the reality of this situation and look at the code, and construction vehicles is clearly there.

Public Works Superintendent Mike Krebs, replied to Michael Wellman, representative for Westside Drywall, he said he agrees with City Planner Holly Byram's interpretation of the code, and by Michael Wellman's own admission, it is employee parking during the day and construction parking at night when everyone goes home. He went on to say from what he has seen from watching that area, the parking area is being used during business hours as more of a parking lot than a storage area.

Manny Rodriguez, Westside Drywall, explained they have a fleet of about 145 and some of their people drive directly to the job site in their personal vehicle, and many of their employees have a company vehicle and we like those vehicles to be at the shop at night, so they drive to the shop, park their car, get into a company vehicle to go work, and when they get back at 3:30 or 4:00 they get in their cars and go home, so those people do not work on site. He went on to say for people that work onsite, there is adequate paved parking, more than enough. Furthermore, he stated if you go there at 5:00 at night, or on the weekend you will see that it is all company vehicles parked there.

Planning Commissioner Fil Kartal said they may not be onsite staff, but they are employees. He went on to say he agrees with City Planner Holly Byram, employees park there during the day so it is a parking lot and everyone has to adhere to the same code.

Manny Rodriguez, Westside Drywall asked what they needed to do so they can still park on gravel, since it is allowed to park on gravel.

Planning Commissioner Fil Kartal asked City Planner Holly Byram if there was anything they could do to make it work if they left it gravel.

City Planner Holly Byram responded the City would look into a code enforcement letter because it is a parking lot that wasn't permitted and they would be asked to bring their property into compliance. She went on to say the reason the City has paving and stormwater standards is primarily for the storm water quality, there are stormwater permits that have to be observed when

it comes to the quality and the quantity, and paving parking lots and stormwater quality leads into that.

Planning Commission Chair Scott Stierle asked if they were to say that people that come for the construction vehicles could no longer park in the gravel and had to park on the pavement would that be sufficient.

City Planner Holly Byram said there is still a large unpermitted parking lot on the site and she does not know how many employees they have so she is not sure if they have enough paved parking for all their employees.

Planning Commissioner Fil Kartal asked if this parking lot was permitted.

City Planner Holly Byram said this parking lot was never reviewed and never permitted.

Manny Rodriguez, Westside Drywall, said that lot has kind of evolved over the years, and didn't think they needed a permit because it was just gravel. He went on to say they have always worked with the City and gotten the proper permits but honestly did not think a permit was required to park on gravel.

Planning Commissioner Fil Kartal said he agrees that it is a gravel area, but by the pictures submitted and the google pictures it is a parking lot, and it had not been permitted and we all have to follow the same codes.

Architect Michael Wellman, Westside Drywall, said if you look at the 2005 site plan that area was deemed future warehouse and they could put down gravel for the future warehouse and ended up parking on it, which is what happened and there is nothing to say that won't become a warehouse down the road and we just made huge improvement and we have to tear it out to put in a warehouse.

Planning Commissioner Fil Kartal stated that is a great point, but today it is being used as a parking lot.

Manny Rodriguez, Westside Drywall, asked if they could find adequate parking somewhere else for the employees to park their personal vehicles would the City and Planning Commission be good with that.

Planning Commissioner Fil Kartal responded to submit a plan and it can be looked at to see if it would work.

City Planner Holly Byram said if the applicant is proposing to change their site plan, then we need to either make a decision on what was presented tonight, or continue this public hearing to give them more time. She went on to say it is not appropriate to continue this negotiation at staff level.

Planning Commissioner Glenn Holum asked if First Student was required to pave where the buses park when it was approved, or if a variance was given to them.

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City Planner Holly Byram said they have 2 separate lots, where the buses are parked, it is considered bus storage and it is gravel, and the employee parking lot is paved. She went on to say that gravel has a very similar stormwater run-off curve to pavement, and so when they graveled the bus parking they had to grade it and put in storm drainage catchments to control their stormwater run-off.

Planning Commissioner Fil Kartal called for a motion to continue the Public Hearing.

Planning Commissioner Glenn Holum called for a point of order. He asked Planning Commission Chairman Scott Stierle to clarify where we are at on the agenda, if we are at the point of a motion, because there are still applicants interjecting.

Planning Commission Chairman Scott Stierle said the hearing has not been closed yet. They are still accepting public testimony.

Manny Rodriguez, Westside Drywall, said they very much want to do the addition to the small warehouse and they are good with all the conditions of approval but one, and would ask that the public hearing be continued so they would have time to find an alternative to the parking condition.

Planning Commission Chairman Scott Stierle said before he closed or continued the public hearing if there are any additional questions from the Planning Commissioners or staff or anyone. He went on to say as a reminder that once he closed the hearing only Commissioners or staff may speak.

MSA/Planning Commissioner Fil Kartal/Planning Commissioner Nik Kulikov made a motion to continue the public hearing for Site Development Review file #DR 2021-03 to the next scheduled Planning meeting. Planning Commission Chairman Scott Stierle, Planning Commissioner Fil Kartal, and Planning Commissioner Nik Kulikov were in favor. Planning Commissioner Glenn Holum opposed. Motion carried 3-1 in favor.

ADJOURNMENT. (The next scheduled Planning Commission Meeting will be February 15, 2022 at 6:30 p.m.) MSA/Planning Commissioner Glenn Holum /Planning Commissioner Fil Kartal moved to adjourn. Planning Commission Chairman Scott Stierle, Planning Commissioner Glenn Holum, Planning Commissioner Fil Kartal Planning Commissioner Nik Kulikov were in favor. Motion passed unanimously. Meeting was adjourned at 8:24 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

**CITY OF HUBBARD
PLANNING COMMISSION MINUTES
MAY 17, 2022**

CALL TO ORDER. The Hubbard Planning Commission meeting was called to order at 6:39 p.m. by Planning Commission Chair Scott Stierle via Zoom.

Planning Commission Present: Planning Commissioner Glenn Holum, Planning Commission Chair Scott Stierle, Planning Commissioner Fil Kartal, 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: Matt Kennedy.

FLAG SALUTE.

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

APPROVAL OF THE MARCH 15, 2022, PLANNING COMMISSION MEETING MINUTES. MSA/Planning Commissioner Fil Kartal / Planning Commissioner Nik Kulikov moved to approve the minutes from the March 15, 2022, meeting. Planning Commission Chairman Scott Stierle, Planning Commissioner Glenn Holum, Planning Commissioner Fil Kartal, Planning Commissioner Nik Kulikov were in favor. Motion passed unanimously.

PUBLIC HEARING.

- a) **Major Variance #VAR 2022-01 / 3635 5th Street (Matt Kennedy) request to the location standards for detached accessory structure.**

Planning Commission Chairman Scott Stierle opened the Public Hearing at 6:42 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.

Planning Commissioner Fil Kartal stated for the record that he has done work for Applicant Matt Kennedy and the Applicant has also sold a couple of houses for him. City Planner Holly Byram asked Planning Commissioner Fil Kartal if he expects to benefit financially from the construction of this garage. Commissioner Fil Kartal responded no.

City Planner Holly Byram, MWVCOG, summarized the staff report, pages 1 through 12, with additional exhibits.

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City Planner Holly Byram, MWVCOG, said a Major Variance is a Type II action which is similar to a Site Development Review, but it has different criteria. She went on to say this is a unique situation in which the owner Matt Kennedy has a home that is over 125 years old that has an old garage in front of the property, and he is requesting a Major Variance to the location of a replacement garage because the existing garage is in poor condition.

City Planner Holly Byram, MWVCOG said the current code states accessory structures have to be in the side yard or the rear yard, but this garage would be forward of the historic house, and ultimately staff is recommending approval with a couple conditions of approval. Furthermore, the Planning Commission will have the final decision on this.

City Planner Holly Byram, MWVCOG, showed a vicinity map and picture that is on page 2 of the staff report showing the poor condition of the existing garage. She also showed a site plan and a rendering of the proposed structure which is a 2 story structure that would have a garage on the bottom and storage space above.

City Planner Holly Byram, MWVCOG, said the first criteria that needs to be considered in a R1 zone includes if it is an allowed use, does it meet the dimensional standards, and does it meet the height, and it does meet all of these.

City Planner Holly Byram, MWVCOG, stated the R1 zone has development standards for detached accessory structures and they limit the size of the structure and this is an issue. There are 2 different standards written in the criteria and it is a bit confusing so she consulted with the team of City Planners at the MWVCOG, because it is not a clearly written standard. The standard says that a structure shall not exceed 1,400 square feet in size or the area covered by the main building, whichever is less. She went on to say that the existing garage is smaller than the new structure which is proposed to be 1120 square feet 1st story and 808 square feet on the second story for a total of 1928 square feet which exceeds the 1,400 square feet size limit, therefore staff has included a condition of approval that applicant would reduce the overall size of the structure to meet this standard.

City Planner Holly Byram, MWVCOG, said the next criteria states that the detached structure be located within the rear or side yard, but in this case it is located in the front yard of the house because it is forward of the front building line of the house. This historic house has a building setback of 41ft, which is rather large compared to most of the other houses in the neighborhood, and the new replacement garage would be at the existing garage building line which is approximately 28 ft., and that is the reason Mr. Kennedy is applying for this variance. She went on to say it is 32% variance making it a major variance instead of a minor variance

City Planner Holly Byram, MWVCOG, said the next set of criteria are from the Variance section of the Code, and the applicant has provided responses to each of the criteria and Staff agrees with the applicant that the unique conditions and circumstances on the site were created more than 100 years ago. She went on to say there would be no impact to other properties in the area, there is one other house that is close to the property line, the neighbors were notified by mail of this public hearing and did not provide any comments and Staff did not hear any concerns.

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City Planner Holly Byram, MWVCOG, stated the applicant site plan shows a 5-foot side setback, but is advised if he plans to convert the second floor of the structure to an accessory dwelling in the future, then staff recommends the side setback should be 7.5-foot to be consistent with standards.

City Planner Holly Byram, MWVCOG, said Staff recommends approval of the requested Major Variance, subject to the conditions of approval included in the Staff report.

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.

Applicant Matt Kennedy said he agrees with the recommended conditions of approval except for the building size. He said he has talked to people in other jurisdictions and City Planner Holly Byram, with a follow up email and said staff has taken a leap that is very much out of character with the intention of the code, in which he had some help in writing it during his time on the Planning Commission and City Council. He went on to say in Line F under the recommendations of approval on page 9 of the Staff report, it states towards the last line, to be less than 1,400 square feet gross floor area, that is an interpretation and does not exist in the code.

Applicant Matt Kennedy said under Development Standards in the Code, it states “detached accessory structures shall not exceed 1400 square feet in size, or the area covered by the main building, whichever is less” this should say area to area but it says size, and size is not defined in our code and size does not say floor area in our code. Furthermore, if the floor space interpretation was to be used, the major floor space is garage and in residential application you don’t count garage space as living space. He also said the code is not well defined and he can understand there can be different interpretations, but he is convinced it is meant to compare foot print to foot print.

Planning Commissioner Fil Kartal asked applicant Matt Kennedy if he is saying the 1400 square feet is the total floor size and the size of the upper level does not count in this case. Applicant Matt Kennedy said this is absolutely his interpretation. The footprint of the building compared to the footprint of the area of the house is the relationship standard.

Applicant Matt Kennedy said he inquired about doing this same project in 2008, and the City Planner at that time, looked this up and his interpretation of the code was that it was regarding the footprint and unfortunately the code has not been clarified since that time.

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

City Planner Holly Byram, MWVCOG, called for a point of order, stating that deliberations should be saved until after testimony is complete.

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. He went on to say as a reminder that once he closed the hearing only Commissioners or staff may speak.

Planning Commission Chairman closed the Public Hearing at 7:12 p.m. and said he will entertain discussion on the application and/or a motion.

MSA/Planning Commissioner Glenn Holum /Planning Commissioner Fil Kartal made a motion to approve Major Variance #VAR 2022-01 and adopt the recommended findings and conditions of approval contained in the staff report dated May 12, 2022 as revised by the Planning Commission, which is without recommended Condition of Approval F, the structure size does not have to be reduced to 1400 SF, the applicant's square footage of 1908 that was proposed be approved. Planning Commission Chairman Scott Stierle, Planning Commissioner Glenn Holum, Planning Commissioner Fil Kartal, and Planning Commissioner Nik Kulikov were in favor. Motion passed unanimously.

ADJOURNMENT. (The next scheduled Planning Commission Meeting will be June 21, 2022 at 6:30 p.m.) MSA/Planning Commissioner Glenn Holum /Planning Commissioner Nik Kulikov moved to adjourn. Planning Commission Chairman Scott Stierle, Planning Commissioner Glenn Holum, Planning Commissioner Fil Kartal Planning Commissioner Nik Kulikov were in favor. Motion passed unanimously. Meeting was adjourned at 7:14 p.m.

Scott Stierle
Planning Commission Chairman

ATTEST:

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

Julie Hedden
Administrative Assistant/Court Clerk
Recording & Transcribing

Hubbard Planning Commission - Public Hearing Script

July 19, 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 2022-01 and Conditional use Permit # CU 2022-01, proposal to operate a vehicle towing service at 3187 G Street in Hubbard.

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) 2.106 C-Commercial Zone, Section 2.200 General Development Standards, Section 3.105 Site Development Review, 3.103 Conditional Use Permits, 2.305 ...Vehicular Sales, Service and Related 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.

**CITY OF HUBBARD PLANNING COMMISSION
STAFF REPORT**

REPORT: July 13, 2022

HEARING: July 19, 2022

FILES No.: Site Development Review, file #DR 2022-01 &
Conditional Use Permit, file #CU 2022-01

APPLICANT: Brett Fobert, B&T Towing and Transportation, LLC.

OWNERS: John & Annette Demers

LOCATION: 3187 G Street. Tax lots 041W33DA00200 & 00300

ZONE: C – Commercial Zone

SIZE: Two tax lots totaling approximately 0.41 acres

REQUEST: Site Development Review and Conditional Use Permit approval to use the existing commercial building, parking, and outdoor storage yard for the operation of a vehicle towing business during normal business hours, with the option to add limited vehicle repair within the existing building in the future, paving the front parking lot and storage yard.

CRITERIA: Hubbard Development Code (HDC) 2.106 C-Commercial Zone, Section 2.200 General Development Standards, Section 3.105 Site Development Review, 3.103 Conditional Use Permits, 2.305 ... Vehicular Sales, Service and Related Uses.

EXHIBITS A: Combined Department and Agency Comments
B: Application submitted by applicant

I. PROCEDURE & AUTHORITY

Site Development Reviews and Conditional Use Permits are both Type II Actions. 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.

Note: This public notice mailing did not meet the minimum 20-days prior to the public hearing. For additional review time, any party may request to continue the public hearing prior to the conclusion of the first public hearing. The Planning Commission shall grant that continuation request.

II. BACKGROUND

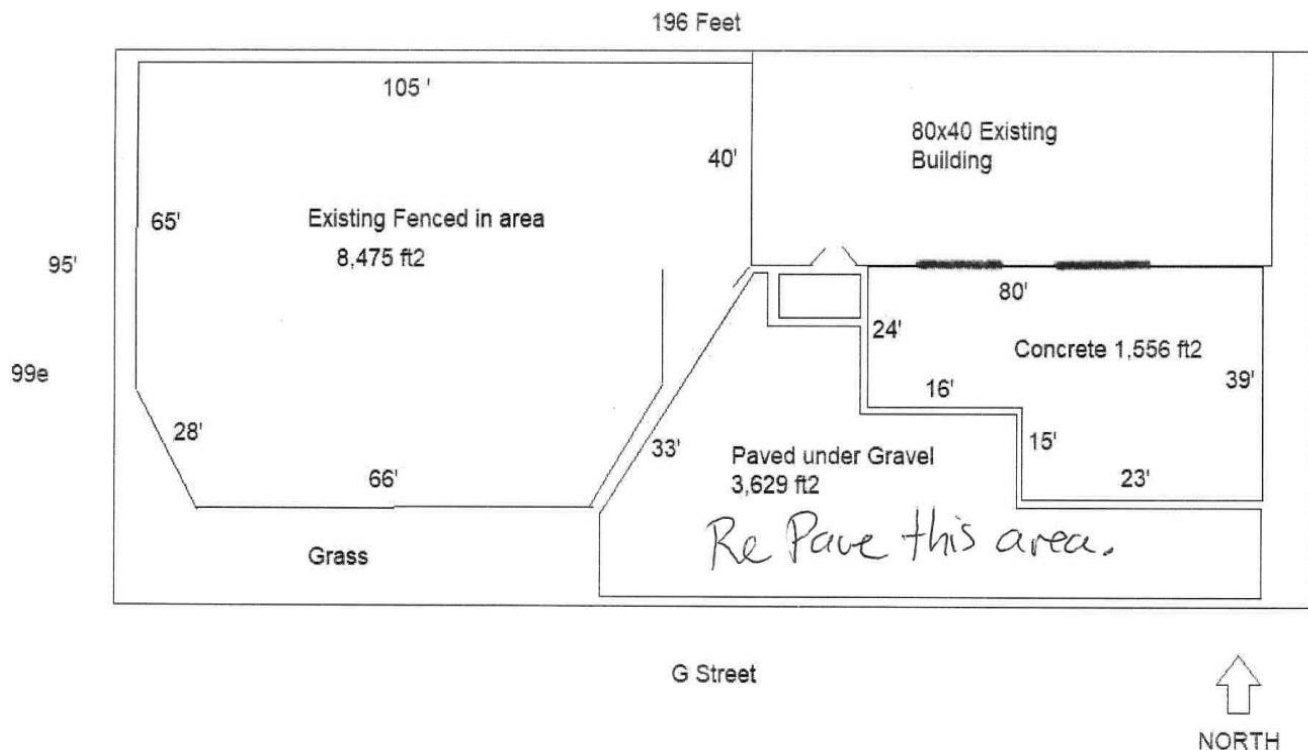
A. BUSINESS HISTORY

These concurrent land use applications were initiated by a Code Enforcement contact by Hubbard Police Department and subsequent letter to both the property owner and business owner. The letter informed the property owners that business registration was required to operate within Hubbard City Limits, that a
DR 2022-01 / CU 2022-01 3187 G St Fobert

D. STREET VIEW (Google Streetview image 2013)



III. PROPOSED DEVELOPMENT (as submitted by the applicant)



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).

2.106 COMMERCIAL DISTRICT (C)

2.106.01 Purpose The purpose of the Commercial District is to provide areas for the broad range of commercial operations and services required in the central business district and other areas to meet the economic needs of the City of Hubbard. The Commercial District is consistent with the Commercial Comprehensive Plan designation.

2.106.03 Conditional Uses

C. Automotive repair

FINDINGS: The proposed use of the subject property is a towing business with the potential to add auto repair in the future in the existing building. "Towing service" is not specifically listed in any of the City's zone districts. It is not possible to list all potential land uses; when a specific use is not listed in any zone, the Planning Commission should consider similar uses. "Automotive repair" is listed as a conditional use in the Commercial Zone, and a permitted use in the Industrial and Industrial-Commercial Zones. The

Industrial Zone also lists “automotive dismantling, wrecking and salvage yard,” but the proposed business is not as intensive as the wrecking and salvage yard.

On a phone call with staff, the applicant described their business as operating during business hours only. The tow trucks leave the property in the morning and return in the evening. Typically the calls taken by this business are for insurance companies, so the towed vehicles are typically delivered directly to repair shops; there are not often vehicles stored in the yard. The towed vehicles that are stored, are not on site for more than a couple days.

The proposed uses can be permitted in the Commercial Zone, subject to the criteria of the Conditional Use Permit and Site Development Review sections.

The Hubbard Development Code also has a special section of standards that apply to auto service stations and towing services, HDC 2.305 Manufactured Home Trailer and Vehicular sales, Service, and Related Uses, as included below.

2.305 MANUFACTURED HOME, TRAILER AND VEHICULAR SALES, SERVICE AND RELATED USES

2.305.01 Scope

The provisions of this Section shall apply to the following uses:

- A. automobile service stations;*
- B. automobile, truck, manufactured home, recreation vehicle or trailer sales;*
- C. boat and marine accessory sales;*
- D. motorcycle sales;*
- E. retail tire shop, sales, service and repair; and*
- F. towing service.*

2.305.02 Standards

In addition to other development standards established elsewhere in this Ordinance, the following standards shall apply to the development of the uses listed in Section 2.305.01, above.

A. All parking areas, loading areas or areas used for storage of boats, automobiles, mobile homes, recreational vehicles, trucks, trailers, motorcycles or other vehicles shall be paved with a concrete or asphalt surface.

B. The lot shall be screened from adjoining residentially zoned properties in accordance with the provisions of Section 2.207.

C. All merchandise and supplies, other than vehicles, mobile homes and trailers, shall be stored within a building.

2.305.03 Process

The uses listed in this Section shall be reviewed for compliance with the standards of this Section pursuant to the Site Development Review process set forth in Section 3.105.

FINDINGS: Pursuant to the list of uses in HDC 2.305.01, both a towing yard and an auto repair service are subject to HDC 2.305. The business is therefore required to pave the front parking and storage yard.

The storage yard is required to be screened. These standards are discussed in Site Development Review standards below, and can be met by the applicant.

3.105 SITE DEVELOPMENT REVIEW

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;

FINDINGS: The subject property is zoned Commercial. Other properties north, south, and west of the subject property along the Highway 99E corridor are also zoned and developed with a variety of commercial businesses. To the east, G Street is developed with a mix of single-family homes and duplexes. There is an existing tow yard directly across G Street to the south. It is likely that yard was grandfathered with a non-conforming (unpaved) storage yard. As previously discussed, a towing yard and potential auto repair may be permitted at this address through a Conditional Use Permit. The applicant has applied for a conditional use permit. Those standards are listed below.

The existing storage yard is enclosed by a chain link fence with privacy slats. In consideration of adjacent uses, and of the screening requirements in HDC, staff is recommending additional screening of the eastern fence adjacent to the existing single-family residence.

HDC 2.207.03 (B) Landscaping Minimum Area Requirements, states that commercial developments shall provide a minimum of 10 percent of the site for landscaping. While the applicant's site plan shows that there is a grassy area along the G Street frontage, this may be in street right-of-way, and may not be located on private property. It is the applicant's obligation to determine the location of the property boundary. This landscaping standard can be met by the applicant on a revised site plan.

No changes to lighting or signage are detailed with the concurrent applications. A standard recommended condition of approval related to lighting is included, to ensure that light from the business does not impact adjacent residential properties.

This standard can be met by the applicant through their compliance with the recommended conditions of approval.

B. drainage and erosion control needs;

FINDINGS: HDC 2.204 addresses Storm Drainage. City of Hubbard Public Works and the City Engineer have both reviewed the proposal. The City Engineer expects that the run-off from the existing compacted gravel yard and paved area will be similar to the run-off resulting from the applicant paving the storage yard. The applicant states that there is already a drain in the existing parking lot. Storm water appears to also drain into the existing grass swale on the south and west side of the property, within the G Street and Highway 99E rights-of-way. ODOT staff also reviewed the proposal and have no comments because the business proposes to continue to take access from G Street rather than directly from 99E. This standard can be met through compliance with the recommended condition of approval.

C. public health factors;

FINDINGS: Public health factors are generally related to the City's requirement for all businesses to connect to public water and sewer services. The existing commercial building has permitted connections to both water and sewer services.

Staff finds that the applicant can meet the public health factors through compliance with the recommended conditions of approval regarding Hubbard Public Works standards and procedures.

D. traffic safety, internal circulation and parking;

FINDINGS: HDC 2.203 addresses off-street driveways, parking, and loading. Required off-street parking is calculated as a sum of all land uses on a site. HDC 2.203 lists "Service or repair shop" as requiring 1 space per 200 square feet of gross floor area. The existing commercial building is shown as 80 feet x 40 feet on the site plan, resulting in 3,200 SF. The development is required to provide 16 parking spaces which are paved and striped to city standards in HDC 2.203.07, a standard size of 8.5 feet x 20 feet. Two-way driveways shall have a minimum improved width of at least 20 feet. *"Groups of more than four parking spaces shall be so located and served by a driveway that their use will require no backing movements or other maneuvering within a street right-of-way."* Also, *"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 or a street."* These standards are included as recommended conditions of approval.

HDC 2.203.07 (A) states that all driveways, parking, maneuvering, and loading areas shall have a durable hard surface. A recommended condition of approval requires the applicant to pave the full parking lot plus storage yard used by the towing service.

HDC 2.203.06 addresses off-street loading zone requirements. No formal loading zone is required for a 3,200 SF commercial building.

HDC 2.203.09 requires bicycle parking at the ratio of "2 spaces or 0.33 per 1,000 SF". This is included as a recommended condition of approval.

HDC 2.201.03 Application of Public Facility Standards requires street frontage improvements with a Site Development Review. A new commercial development at this address would be required to build new frontage improvements along G Street, including street, gutters, curbs, and sidewalks, however the cost of those standard street improvements would not be proportional to the proposed change of occupancy at this time. Land Use decisions and the resulting public facility standards are subject to a "rough proportionality" test. The requirements of a local city must be reasonably scaled to the proposal.

HDC 2.202.04 General Right-of-Way and Improvement Widths. The subject property has frontage on both G Street and Highway 99E. The adopted 2015 Transportation System Plan's Future Street Classification map shows Highway 99E as a Major Arterial, and G Street as a Future Collector Street. The corresponding right-of-way widths for those street classifications are 101 feet wide and 60 feet wide. At this location, Highway 99E is currently 101 feet wide, and G Street is currently 60 feet wide according to Marion County Tax Assessor map. A 10-foot wide public right-of-way street dedication has been required of the last several site development reviews along Highway 99E in order to steadily bring the full corridor from 80 feet wide to 101 feet wide over the next few decades; one property at a time. Consistent with those other recent land use approvals, a 10-foot wide property dedication is a recommended condition of approval along the Highway 99E (western) property boundary.

Pacific Highway 99E is an Oregon Department of Transportation (ODOT) jurisdiction facility. ODOT Region 2 Staff Casey Knecht reviewed the development application and had no comments because the business will continue to take access from G street. ODOT does have a standard form for right-of-way dedications.

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

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

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. The applicant has not detailed the location of the garbage and recycling bins serving the commercial building. The existing storage yard is screened with privacy slats in a chain link fence. Additional screening is recommended along the eastern boundary of the property, abutting the neighboring single-family dwelling, and to conceal garbage facilities. The applicant is required to increase the on-site landscaping. Depending upon the exact location of the property boundaries, there may be opportunities for addition screening and/or buffering through the planting of trees, shrubs, or plants along the exterior perimeter of the existing fence. Staff finds this criterion can be met by compliance with the conditions of approval addressing screening.

F. retention of existing natural features on site;

FINDINGS: No natural features exist on site.

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

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.”

No pedestrian accessway is marked on the site plan. A painted accessway is recommended to direct attention to a pedestrian path from the G Street right-of-way to the front of the building, across the G Street driveway, and the opening to the towing storage yard.

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.

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 for all local development. It is the applicant’s obligation to demonstrate that storm water will not impact neighboring properties.

3.103 CONDITIONAL USE PERMITS

3.103.04 Criteria for Approval Conditional Use Permits shall be approved if the applicant provides evidence substantiating that all the requirements of this Ordinance relative to the proposed use are satisfied, and demonstrates that the proposed use also satisfies the following criteria:

A. The use is listed as a conditional use in the underlying district;

FINDINGS: Auto repair [and towing service] is listed as a land use which is allowed with an approved Conditional Use Permit in the Commercial zone.

B. The characteristics of the site are suitable for the proposed use considering size, shape, location, topography and location of improvements and natural features;

FINDINGS: The subject property is generally flat with no significant natural features. The site is developed with an existing parking lot, commercial building with two roll-up garage doors, and an enclosed outdoor storage yard. As these concurrent land use applications resulted from a code enforcement action, this business is already in operation on the site. The business owner find it to be of sufficient size and configuration for their current towing operation during business hours, as well as for the potential to include auto repair services on site.

C. The proposed development is timely, considering the adequacy of transportation systems, public facilities and services, existing or planned for the area affected by the use; and

FINDINGS: The commercial building has an existing access driveway from G Street and existing utility connections. Neither Public Works nor the City Engineer expressed concern about the City's ability to serve this business.

D. The proposed use will not alter the character of the surrounding area in a manner which substantially limits, impairs, or precludes the use of surrounding properties for the primary uses listed in the underlying district

FINDINGS: The subject property is located along the Highway 99E Commercial corridor. Other land uses at this intersection include another tow yard and a gas station. Traveling west along G Street, the land uses are primarily residential. While these are not consistent with the character of the commercial corridor, all of the above land uses are existing. The commercial building and outdoor storage yard are already developed on site and have been used in the past by an electrical supplier and a marine equipment retailer. The proposed use may be found to be similar to prior approved land uses on site. The tow yard business owner states that the business operates primarily during normal business hours. As recommended, additional landscaping, screening, and paving may enhance the aesthetic appearance of this commercial property abutting residential uses.

V. STAFF CONCLUSIONS & RECOMMENDATION

Based on the findings contained in this report, Staff concludes that the concurrent applications 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. **COMPLIANCE:** It is the responsibility of the applicant to obtain copies of and be familiar with all applicable codes and standards. 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 improvements associated with the development.
- C. **CONDITIONAL USE:** An approved Conditional Use Permit approval shall be effective for a period of two (2) years from the date of approval. If the conditional use has not begun within the two (2) year period, the approval shall expire. Pursuant to HDC 3.103.05(C), time extensions may be granted. Conditional use permit approval shall be voided immediately if the use established on site does not substantially conform to the approval granted by the Planning Commission. Discontinuance of a conditional use for a period of six (6) consecutive months shall render the conditional use permit approval null and void. Approved Conditional Use Permits are not transferable between businesses, owners, or properties.
- D. **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.
- E. **REVISED SITE PLAN:** Prior to final business registration approval Applicant shall submit a final site plan which demonstrates compliance with these conditions of approval.
- F. **OCCUPANCY PERMIT:** Applicant shall be responsible for any/all change of occupancy permits required by Marion County Building Division.
- G. **PAVING:** Prior to final business registration approval All parking areas, loading areas or areas used for storage of boats, automobiles, mobile homes, recreational vehicles, trucks, trailers, motorcycles or other vehicles shall be paved with a concrete or asphalt surface (HDC 2.305.02).
- H. **HIGHWAY RIGHT-OF-WAY DEDICATION:** Prior to final business registration approval, property owner shall dedicate 10 feet of public right-of-way along Pacific Highway 99E frontage (measured as 50 feet from center line), pursuant to ODOT's standard forms and procedures.

I. TAX LOTS: The subject property consists of two tax lots. Site Development Review and Conditional Use Permit approval shall be voided immediately if one of the tax lots is sold and removed from the approved development.

J. PARKING: Prior to final business registration approval, applicant shall submit to the City a revised site plan showing a minimum of 16 standard vehicle parking spaces. Spaces shall be a standard size of 8.5 feet x 20 feet. Two-way driveways shall have a minimum improved width of at least 20 feet. ADA spaces shall be included within that count, and shall be constructed to standards. Pursuant to HDC 2.203.07, groups of more than four parking spaces shall be so located and served by a driveway that their use will require no backing movements or other maneuvering within a street right-of-way. 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 or a street. Maximum driveway width is 36 feet.

K. BICYCLE PARKING: Prior to final business registration approval, the applicant shall demonstrate installation of a minimum of two bicycle parking spaces (one double-sided rack).

L. LANDSCAPING: Pursuant to HDC 2.207.03 (B) Landscaping Minimum Area Requirements, commercial developments shall provide a minimum of 10 percent of the site for landscaping. Prior to final business registration approval, applicant shall demonstrate minimum area is met.

M. STORMWATER: A full drainage report is not required. Applicant shall supply City Engineer a sketch showing where the water currently runs off the property, and the future conditions after paving.

N. PEDESTRIAN ACCESS: Prior to final business registration approval, the applicant shall install and/or stripe pedestrian access connecting the office to G Street.

O. SCREENING: Prior to final business registration approval, the applicant shall demonstrate screening of eastern property boundary and garbage service area.

P. FENCES: All fences shall be constructed in compliance with the HDC 2.401.09 Fences, Walls, and Hedges, and observing the Clear Vision Area (HDC 2.209.07).

Q. SIGNS: The applicant is advised that signs must comply with HDC 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.

R. SECURITY: Hubbard Police Department general recommendations for site security and emergency response: 6-inch address numbers, adequate perimeter lighting, and monitored security system.

S. LIGHTING: Lighting shall be directed entirely onto the subject property, shall not cast a glare or reflection onto moving vehicles on public rights-of-way.

T. VIOLATIONS: Violations of the Hubbard Development Code shall be punishable upon conviction by a civil penalty pursuant to HDC 1.102.03.

VII. PLANNING COMMISSION OPTIONS

- A. Motion to APPROVE concurrent Site Development Review file #DR 2022-01 and Conditional Use Permit #CU 2022-01, and adopt the recommended findings and conditions of approval contained in the Staff Report to the Planning Commission, as presented.
- B. Motion to APPROVE concurrent Site Development Review file #DR 2022-01 and Conditional Use Permit #CU 2022-01, and adopt the recommended findings and conditions of approval contained in the Staff Report to the Planning Commission, AS REVISED by the Planning Commission, stating those revisions to either the findings and/or the conditions of approval.
- C. Motion DENY Site Development Review #DR 2022-01 and/or Conditional Use Permit #CU 2022-01, with amended findings that the application(s) do(es) not meet the applicable criteria.
- D. Motion to CONTINUE the hearing, to a date and time certain, stating what additional information is needed to determine whether applicable standards and criteria are sufficiently addressed.

EXHIBIT A:

COMBINED DEPARTMENT & AGENCY RESPONSES

1. City Engineer, Matt Wadlington, PE Principal, Civil West

I apologize for the delay in getting back to you. From an engineering perspective, I don't have issues with them paving a portion of the site. Based on aerial photos, that site and yard has been graveled for a long time, so I don't think drainage volume will be a concern. I would like to see though where the drainage is going, to make sure there aren't other improvements necessary in the ROW to deal with a point source of stormwater flow...

Hi Holly, thanks for the follow up questions.

I don't think we need a drainage report, more along the lines of a sketch showing where the water currently (and in the future if it's going to change) runs off the property. Given that there technically won't be an increase in runoff, I don't think a downstream evaluation will be necessary... Other responses are in-line below.

- ROW dedication (60 currently) – 60' is appropriate for a Collector, which is what G Street is. – no dedication necessary.
- Driveway width/location/construction - See below regarding width, no other concerns if they're going to pave it.
- Parking space dimensions/stripping/curbs - Minimum size is 8.5' x 20'
- Parking spaces backing into G Street ROW – Not ideal, but I don't see anything prohibiting it.
- Width of drive aisles serving parking - Per COH Design Standards, maximum driveway width is 36'. Current width looks closer to 65', but I don't know how this can be fixed without rebuilding the entire site.
- Curb or sidewalk along G Street – Per figure 5.7 of the TSP, sidewalks are proposed along both sides of G Street. Also a bike lane along each side.
- Stormwater facility along G Street - Roadside Ditch
- Stormwater facility along 99E - Roadside Ditch
- Existing water and sewer connection sizes – I don't think this would change since size and use of building is not changing.
- Frontage PUE
- Location of existing fence does not appear to accurately follow rear property line
- Grass within public ROW cannot be counted toward on-site landscaping total

2. Hubbard Public Works, Mike Krebs, Superintendent

I agree with matt on this one.

3. Hubbard Fire Department, Michael Kahrman

I do not see any issues.

4. Hubbard Police Department, Chief David Rash

I don't have any issues at this time.

5. Oregon Department of Transportation (ODOT), Casey Knecht

The applicant is not proposing anything that will affect the highway, so no comments from ODOT.

EXHIBIT B:
APPLICATION MATERIALS SUBMITTED BY APPLICANT

Additional questions answered by the applicant via email on June 7, 2022:

1. On the proposed site plan, the front parking lot is proposed to be repaved. Can you please show the number of spaces and the dimensions of spaces and drive aisles? Striping and wheel stops/curbs will be required.
In the front we would have 7 Spots Marked out. We can do striping and wheel stops.
2. Will the loading zones in front of the roll-up doors be striped for loading (no parking)?
It can be if we need to do it.
3. On the proposed site plan, is the front fence located on the property line? It looks like the area labeled “grass” on the site plan is actually public right-of-way. A minimum of 10% of the site is proposed to be landscaped.
We would have to get a surveyor out to see what the property lines are at. Owner of said property does not know.
4. On the proposed site plan, if the storage yard is proposed to be used for a towing business, HDC 2.305 Auto-related standards (attached) require the yard to be paved. If not all of the yard is paved, then a variance application is also needed. Depending upon the proposed amount to remain in gravel, this would likely be a major variance.
We I believe turned in a Variance Application and paid the fees for that. We are planning on repaving the bad paved area.
5. What is the proposed width of the driveway entering the site from G Street?
We would have to have a guide to go off of. Right now it is as wide as the front opening. This question does not fit right if you are able to see a google map of the property.
6. Is a sidewalk proposed?
No side walks are proposed there is no sidewalks on this side of 99e on G St. Do we need one? Side walks are city owned correct.
7. What is the plan for stormwater generated on site?
There is a drain in the parking lot already.
8. Will bike parking be provided for employees?
No employees ride bikes. You mean bicycles or motor bike? Either way no employee rides bikes.
9. What lighting is proposed?
Lights are already present. front and side of building.
10. What signage is proposed?
Vinyl on front door and metal sign on gate.

**Brett Fobert
B & T Towing and Transportation LLC.
Hubbard, OR
503-989-7285**

SITE DEVELOPMENT REVIEW APPLICATION

RECEIVED

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>

MAR 28 2022

CITY OF HUBBARD

To Be Filled Out by Staff:

FILE: DR 2022-01

DATE: 3/28/2022

FEE: _____

RECEIPT NO: 9.003196

APPLICANT: B & T Towing and Transportation LLC

MAILING ADDRESS: 17644 Painter Loop Rd NE Hubbard OR 97032

PHONE: 503-989-7285 EMAIL _____

ADDRESS: brettfobert@yahoo.com

OWNER(S) (If different from above): John Demers

PHONE: _____ EMAIL _____

ADDRESS: _____

ADDRESS: 7564 SW Roanoke Dr Wilsonville OR 97070

PROPOSED STRUCTURE/IMPROVEMENT: Paving of the Parking Lot where customers park.

SQUARE FOOTAGE: 16,465

ESTIMATED VALUE OF STRUCTURE/IMPROVEMENT: Not sure.

PROPERTY DESCRIPTION:

ADDRESS: 3187 G st Hubbard OR 97032

MAP PAGE AND TAX LOT NO: s #041W33DA00200 ZONE: Commercial

CURRENT USE/STRUCTURES: _____ SQUARE FOOTAGE OF SITE: 16,465

ZONE: _____

SUBMITTAL REQUIREMENTS:

Please submit one (1) legible copy, drawn to scale on 8 ½ 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.)

03/28/2022

Date

03/28/2022

Date

03/28/2022

Date

Applicant

Owner(s)

Owner(s)

Date

Owner(s)

SITE DEVELOPMENT REVIEW INFORMATION SHEET

The purpose of the site development review process is to guide future growth and development in accordance with the Hubbard Comprehensive Plan and Development Code, provide an efficient process and framework to review development proposals, and resolve potential conflicts that may arise between proposed developments and adjacent uses.

☒ **SITE DEVELOPMENT REVIEW REGULATION**

Site development review is required for 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 that does not exceed 25% of the total square footage of the existing structure, or
- 4) any new development, change of occupancy, or commercial or industrial remodel, that does not intensify the use of the property by increasing the number of customers, vehicle or pedestrian traffic to the site, parking requirements, etc.

Site development review procedures are listed in Section 3.105 of the Development Code.

☒ **APPLICATION PROCESSING**

Once an application is submitted, along with all pertinent filing information, City staff will review it for completeness, and if additional material is necessary, you will be contacted. Once the application is determined to be complete, a public hearing at the Planning Commission will be scheduled. Staff will prepare a report for Planning Commission review. The staff report is available seven days prior to the Planning Commission meeting. You will have the opportunity to testify on behalf of your application at the Planning Commission meeting. The Planning Commission decision can be appealed to the City Council.

☒ **EFFECTIVE DATE OF APPROVAL**

The site development review shall be effective 12 days after the date of the notice of the decision by the Planning Commission unless the decision is appealed to the City Council.

☒ **ADDITIONAL INFORMATION**

For additional information, call Hubbard City Hall at (503) 981-9633.

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

Date

03/28/2022

CONDITIONAL USE PERMIT 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: CU 2022-01

DATE: 3/28/2022

FEE:

RECEIPT NO 9.663196

APPLICANT: B & T Towing and Transportation LLC

PHONE: 503-989-7285

EMAIL ADDRESS: bandttowing.2010@gmail.com

ADDRESS: 17644 Painter Loop Rd NE Hubbard OR 97032

OWNER(S): Brett Fobert, Tieler Bundy

(If different from above)

PHONE: 503-989-7285

EMAIL ADDRESS: brettfobert@yahoo.com

ADDRESS: 3187 G st Hubbard OR 97032

REQUEST: To run and operate a towing business out of the address listed above (3187 G st Hubbard Or 97032).

Site was used for automotive and Boat repair. We Operate mainly Monday thru Friday from 8AM to 6PM.

PROPERTY DESCRIPTION:

ADDRESS: 3187 G st Hubbard OR 97032

MAP PAGE AND TAX LOT NO: _____

ZONE: Commercial

CURRENT USE/STRUCTURES: Tow Business

SQUARE FOOTAGE OF SITE: 16,465

IS THE SITE OF HISTORIC SIGNIFICANCE? NO

FINDINGS:

Conditional Use Permits shall be approved if the applicant provides evidence substantiating that all the requirements of this Hubbard Development Code relative to the proposed use are satisfied, and demonstrates that the proposed use also satisfies the following criteria (use additional pages if necessary):

1. The proposed use is listed as a conditional use in the underlying district (please cite the Development Code Section where the use is listed as a conditional use).

2.1006.03

2. The characteristics of the site are suitable for the proposed use considering size, shape, location, topography and location of improvements and natural features.

The site is suitable for the propose beacuse location is on 99e and there is vehicles right next to us in two other lot. There is a office, Lobby, and fenced in yard allready.

3. The proposed development is timely, considering the adequacy of transportation systems, public facilities and services, existing or planned for the area affected by the use.

None of these will be affected by our use of this address as a tow business.

Our trucks leave in the moring and come back in in the evening. They do not come back all hours of the day. We operate with normal business hours 8-5.

4. The proposed use will not alter the character of the surrounding area in a manner, which substantially limits, impairs, or precludes the use of surrounding properties for the primary uses listed in the underlying district.

The proposed use will not alter any of the businesses (including 2 other tow lots) or

homes in the area. We will enter GSt from the west off of 99E so we are not going thru residents on GSt.

5. The proposal satisfies any applicable goals and policies of the Comprehensive Plan, which apply to the proposed use.

Yes the proposed use will satisfie all goals and policies of the conditional use permit while in business.

ATTACHMENTS:

Please submit one paper copy and one (1) electronic copy (PDF format preferred of the following application materials:

1. A legible **site plan** drawn to scale on 8 ½ x 11 or 11 x 17 inch paper, or eight (8) full size copies (typically 18 x 24 inches or larger) that shows the following information:

- ☐ existing and proposed structures,
- ☐ driveways and vehicular circulation,
- ☐ parking,
- ☐ landscaping, and
- ☐ significant natural features.

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.)

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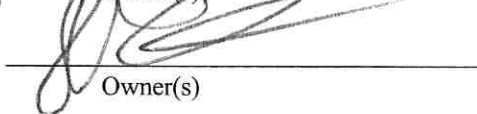
Date

03/29/2022

Date


Applicant


Owner(s)


Owner(s)

CONDITIONAL USE PERMIT INFORMATION SHEET

A conditional use is a use, which is not outright, permitted in a given zoning district, rather the Planning Commission is authorized to review the proposed use to ensure compatibility with the surrounding area. The Planning Commission may attach conditions on the use to ensure compatibility. Each zoning district has a list of uses which are only permitted as conditional uses.

☒ **CONDITIONAL USE REGULATION**

Conditional uses listed in the zoning ordinance may be permitted, enlarged, or otherwise altered upon authorization by the Planning Commission in accordance with the standards and procedures set forth in Section 3.103 of the Development Code.

☒ **APPLICATION PROCESSING**

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☒ **CIRCUMSTANCES FOR GRANTING CONDITIONAL USE PERMITS**

The Planning Commission may impose limitations or conditions on the conditional use. The Planning Commission shall impose conditions only after it has determined that such conditions are necessary for the public health, safety, and general welfare, or to protect persons or improvements in the area. The Planning Commission may prescribe such conditions it deems appropriate to fulfill the intent of the Development Code.

☒ **EFFECTIVE DATE OF APPROVAL**

The conditional use permit shall be effective 12 days after the date of the notice of the decision, unless the decision is appealed to the City Council.

☒ **ADDITIONAL INFORMATION**

For additional information on conditional use permits, call Hubbard City Hall at (503) 981-9633.

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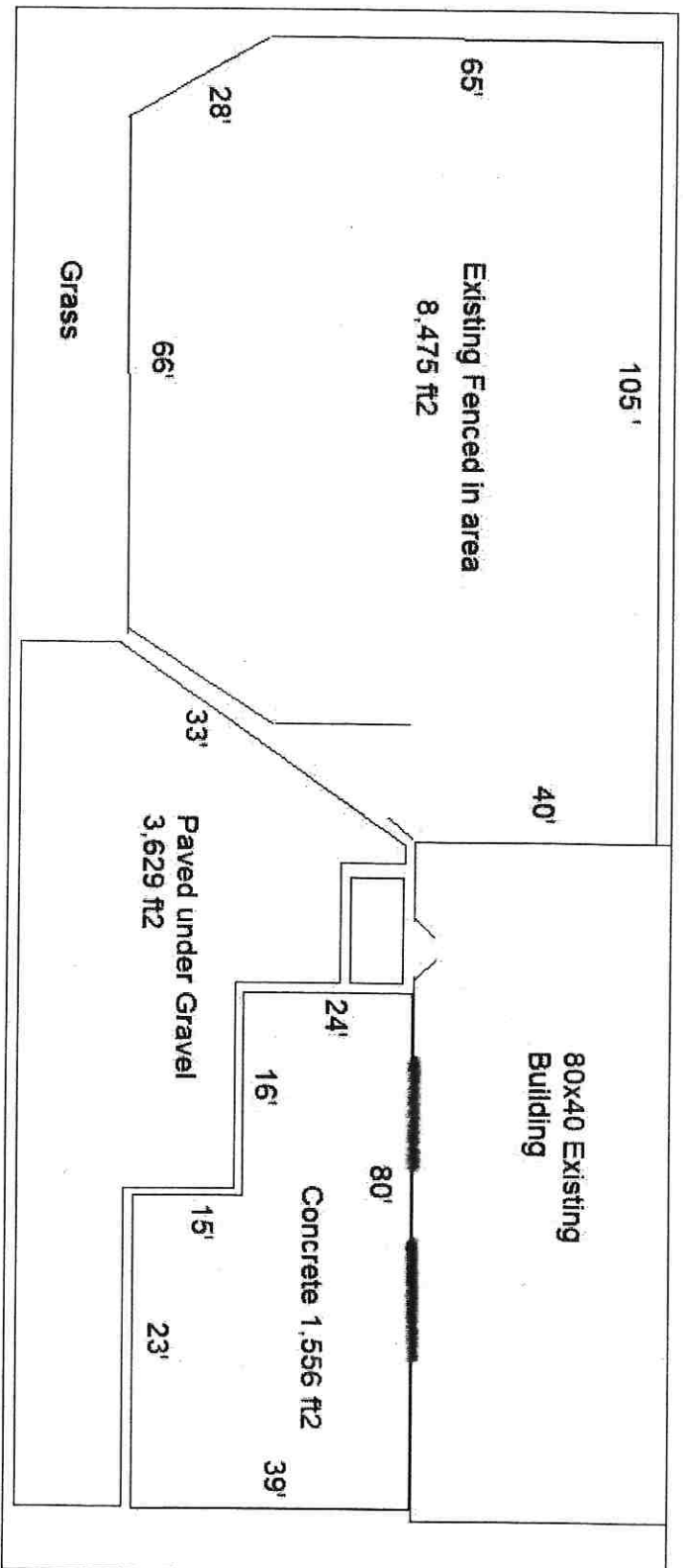
Applicants Signature

Date

03/28/2022

Existing

196 Feet



G Street

NORTH

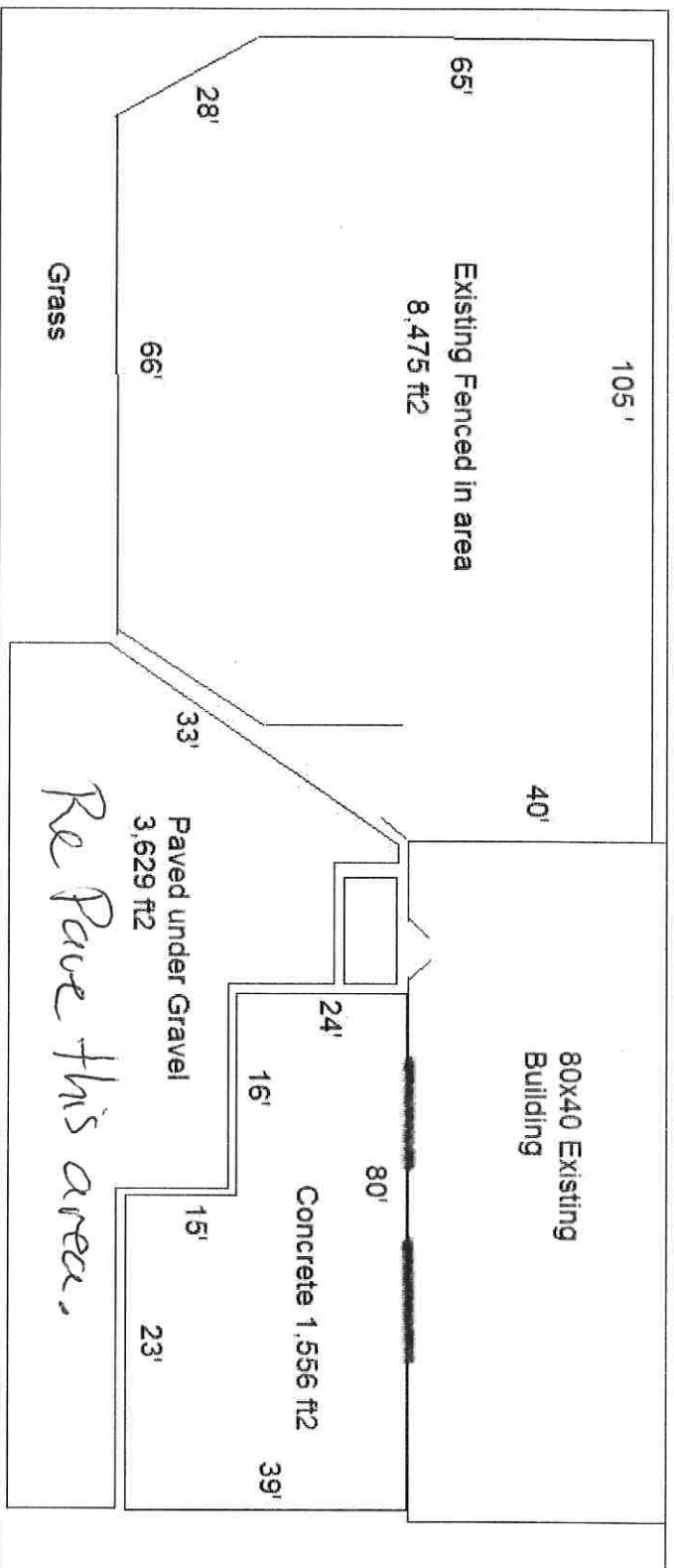


95'

95'

Proposal

196 Feet



G Street

NORTH