

**CITY OF HUBBARD  
PLANNING COMMISSION MINUTES  
JULY 19, 2022**

**CALL TO ORDER.** The Hubbard Planning Commission meeting was called to order at 6:30p.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,

**Excused:** 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:** Brett Fobert.

**FLAG SALUTE.** Planning Commission Vice Chairman Glenn Holum called the meeting to order at 6:33 p.m. and led the group in the flag salute.

**APPROVAL OF PLANNING COMMISSION MEETING MINUTES.**

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

MSA/Planning Commissioner Scott Sterlie/ Planning Commissioner Fil Kartal moved to approve the minutes. Planning Commission Chairman Scott Stierle, Planning Commissioner Glenn Holum, Planning Commissioner Fil Kartal, were in favor. Motion passed unanimously.

**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.**

Planning Commission Vice Chairman Glenn Holum opened the Public Hearing at 6:43 p.m.

Planning Commission Vice Chairman Glenn Holum read the legislative hearing statement.

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

Planning Commission Vice Chairman Glenn Holum asked for any declarations of ex parte contact, bias, or conflict of interest.

Planning Commissioner Fil Kartal said he has been to the building several times.

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

City Planner Holly Byram, MWVCOG, said the two concurrent files are submitted by the same applicant for the same property. This property is at the intersection of G Street and Pacific Highway 99E. She stated the application originally started from a Code Enforcement letter. Hubbard Police had visited the property and spoke with the owner because the business was being operated without being registered with the City. This began a series of conversations with the business owner who is leasing the property from the property owner, so these applications are in response to the Code Enforcement and the business owner is trying to make it right and the City is trying to bring them into compliance.

City Planner Holly Byram, MWVCOG, said Site Development Reviews and Conditional Use Permits are both Type II Applications which means the Planning Commission will make the final decision tonight unless it is continued to next month.

City Planner Holly Byram, MWVCOG, stated this is a commercially zoned property similar to most of the properties along 99E.

City Planner Holly Byram, MWVCOG, said on page 4 of the Staff report is a site plan that was submitted by the applicant showing the existing building, an existing fenced area, and an area that was paved that has gravel over it that they are proposing to re-pave. She went on to say the fenced area is not paved, but the Development Code requires it to be paved.

City Planner Holly Byram, MWVCOG, said none of the zones in Hubbard mention a towing service, so the Planning Commission will need to look at other similar uses and make a determination if this is an appropriate use for the zone. She stated the closest use is auto repair because this property owner mentioned to staff that not only would he like to continue to operate his towing service, but in the future, he would like the option to do some auto repair in the existing building.

City Planner Holly Byram, MWVCOG, said the applicant has described his business as operating primarily during business hours, they respond largely to insurance calls so the vehicles that they tow are dropped off at a repair shop and it is rare for them to stay in the yard for more than a day or two.

City Planner Holly Byram, MWVCOG, said on page 5 of the Staff report is a set of criteria, section 2.305 which is Manufactured Home, Trailer and Vehicular sales, service and related uses. These business are required to follow a certain list of standards including that the whole yard needs to be paved, the lot needs to be screened from adjoining residential zoned properties, and the merchandise and supplies other than the vehicles needs to be stored in a building.

City Planner Holly Byram, MWVCOG, said in regard to the drainage needs, both the City of Hubbard Public Works and the City Engineer have reviewed the proposal and recommends when the yard is paved, they will not likely trigger any kind of storm water improvements because of the existing conditions there.

City Planner Holly Byram, MWVCOG, stated regarding traffic safety and parking, they will need to provide 16 parking spaces that are striped, and the parking along the perimeter of the property will need to be curbed. They will also need to provide 2 spaces for bicycle parking.

City Planner Holly Byram, MWVCOG, said to be consistent with other recent land use approvals, a 10-foot-wide right-of-way dedication along the Pacific Highway 99E property boundary is a recommended condition of approval.

City Planner Holly Byram, MWVCOG, said the existing storage yard is screened with privacy slats in a chain link fence, but additional screening is recommended along the eastern boundary of the property which can be accomplished with tall landscaping.

City Planner Holly Byram, MWVCOG, stated in regard to internal circulation there is a recommendation to add a crosswalk so pedestrians can get from the driveway to the office building.

City Planner Holly Byram, MWVCOG, explained the criteria for the Conditional Use permit is to ensure the proposed use is compatible with the neighboring uses, and this property is an existing building that has been used in the past for Marine Parts and Sales, and Electrical sales. She stated the applicant has been operating there for a while and is confident the site is suitable for his proposed use.

City Planner Holly Byram, MWVCOG, said neighbors were provided with a notice, and if they have concerns they are welcome to express those concerns tonight either in writing or their testimony. She stated the proposed use is not expected to significantly alter the surrounding properties, there are already several vehicle-related uses in the area.

City Planner Holly Byram, MWVCOG, said Staff recommends approval of the requested Site Development Review and Conditional Use Permit, with the recommended conditions of approval included in the Staff report.

City Planner Holly Byram, MWVCOG, said this is a really unique set of conditions because the conditions are met either prior to permit or prior to occupancy, in this case it is an existing building and the business is already operating, so the conditions are prior to final business registration approval.

City Planning Commission Vice Chairman Glenn Holum asked if there were any questions of staff from the Planning Commission before we continue and accept public testimony.

City Planning Commissioner Fil Kartal asked if the City wants the existing fenced area paved.

City Planner Holly Byram, MWVCOG, said yes, the unique set of criteria does require that a tow yard be paved for water quality purposes and so gravel is not being tracked out to the public street.

City Planning Commission Chairman Scott Stierle asked about Handicap Parking. City Planner Holly Byram, MWVCOG, said the number of ADA spaces in a parking lot are determined by the

overall number of parking spaces, and typically the building inspector will confirm, in this case the applicants site plan will need to show the minimum amount required.

Planning Commission Vice Chairman Glenn Holum asked if the applicant or their representative would like to speak. They did not.

Planning Commission Vice Chairman Glenn Holum asked if there was anyone who would like to speak in support. There were none.

Planning Commission Vice Chairman Glenn Holum asked if there was anyone 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.

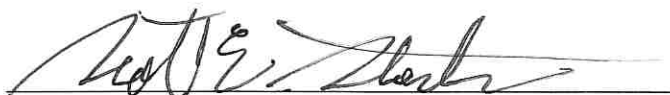
Planning Commission Vice Chairman Glenn Holum said before he closed or continued the public hearing if there are any additional questions from the Planning Commissioners of staff or anyone. He went on to say as a reminder that once he closed the hearing only Commissioners or staff may speak.

Planning Commission Vice Chairman Glenn Holum 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 Scott Sterlie made 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. Planning Commission Chairman Scott Stierle, Planning Commissioner Glenn Holum, Planning Commissioner Fil Kartal, were in favor. Motion passed unanimously.

City Planner Holly Byram, MWVCOG, explained to the applicant she will send out to him and the property owner a notice of decision, and there is a 12-day appeal period after that, and the decision is final if she does not receive any appeals.

**ADJOURNMENT. (The next scheduled Planning Commission Meeting will be July 19, 2022 at 6:30 p.m.)** MSA/Planning Commissioner Scott Sterlie /Planning Commissioner Fil Kartal moved to adjourn at 7:08 Planning Commission Chairman Scott Stierle, Planning Commissioner Glenn Holum, Planning Commissioner Fil Kartal were in favor. Motion passed unanimously. Meeting was adjourned at 7:08 p.m.

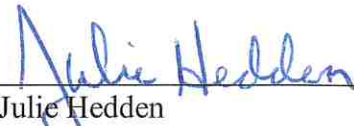


Scott Stierle  
Planning Commission Chairman

ATTEST:



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



Julie Hedden  
Administrative Assistant/Court Clerk  
Recording & Transcribing