

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

CALL TO ORDER. The Hubbard Planning Commission meeting was called to order at 6:31 p.m. by Planning Commission Vice Chair Glenn Holum via Zoom.

Planning Commission Present: Planning Commissioner Glenn Holum, Planning Commissioner Fil Kartal (joined at 6:37 p.m.), Planning Commissioner Nik Kulikov, Planning Commissioner Patrick Marnell.

Excused: Planning Commission Chair Scott Stierle.

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, Interim Fire Chief Michael Kahrman.

Guests: Jennifer Arnold, Liam Sullivan

FLAG SALUTE. Planning Commission Vice Chair Glenn Holum called the meeting to order at 6:31 p.m. and led the group in the flag salute.

APPROVAL OF THE OCTOBER 18, 2022 PLANNING COMMISSION MEETING MINUTES. MSA/Planning Commissioner Patrick Marnell/ Planning Commissioner Nik Kulikov moved to approve the minutes. Planning Commissioner Glenn Holum, Planning Commissioner Nik Kulikov, Planning Commissioner Patrick Marnell were in favor. Motion passed unanimously.

PUBLIC HEARING.

- a) **Land Use File# DR 2022-02 for 2347 & 2363 Industrial Avenue, Hubbard (04W33DD 1300 & 1500), applicant Emerio Design, LLC. – Site Development Review approval for two abutting properties. Address 2363 is developed with an existing 15,000 SF office/warehouse building, a 12,600 SF warehouse building, parking, landscaping, and outdoor storage area. Address 2347 is vacant undeveloped. Applicant proposes to develop a fenced gravel yard on 2347 for outdoor storage of electrical materials and equipment, in support of an electrical supply distribution company occupying both lots, with stormwater control and riparian setback.**

Planning Commission Vice Chair Glenn Holum opened the Public Hearing at 6:33 p.m.

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

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

Planning Commission Vice Chair Glenn Holum asked for any declarations of ex parte contact, bias, or conflict of interest. There was none.

City Planner Holly Byram, MWVCOG, summarized the staff report, pages 1 through 15, with additional exhibits.

City Planner Holly Byram, MWVCOG, stated this Public Hearing is for a Site Development Review, File 2022-02 and the applicant is Emerio Design. She went on to say his is 2 properties that are abutting and they are located in the Hubbard Industrial Park with one of the properties fully developed with a front office, 2 warehouse buildings, paved parking, landscaping, etc., and the other property is vacant. This application regards both of the properties used together in 1 development and the proposed land use is an electrical supply warehousing and distribution company which would occupy both of the lots.

City Planner Holly Byram, MWVCOG, said a Site Development Review is a Type II Action in which the Planning Commission will make the final decision this evening unless there is a continuation request.

City Planner Holly Byram, MWVCOG, pointed out that on page 2 of the Staff Report there is a Vicinity & Zone Map, but there is a typo, the Zone Map is current but the Key is older, so the zoning is not correct on the Key. The Hubbard Industrial Park is zoned Industrial and this portion of 99E is zoned Industrial/Commercial.

City Planner Holly Byram, MWVCOG, said these properties are both in common ownership and they would both be used to support the same company. She went on to say no changes are proposed for the developed property, and what is proposed for the undeveloped property is to develop a fenced gravel yard for outdoor storage of electrical materials and equipment, in support of an electrical supply distribution company occupying both lots. Furthermore, there would be access from the abutting property and a new 25-foot wide driveway from Industrial Avenue. On the frontage they would pave a new sidewalk to connect on both sides to abutting sidewalks, frontage landscaping, a fully fenced yard, and a storm water swell running along the west side of the property. There is a drainage ditch on the corner of Industrial and 99E that is included on the City's Natural Resource Inventory, and because it is assigned as a stream corridor the applicant is required to keep a 50 ft. buffer from it.

City Planner Holly Byram, MWVCOG, said the development criteria that the Planning Commission needs to consider starts on the top of page 4 of the Staff Report and the criteria comes from the Site Development Review section of the Hubbard Development Code.

City Planner Holly Byram, MWVCOG, explained the property is zoned Industrial and it is generally consistent with the Industrial District and the abutting properties. The applicant's proposal is to meet the minimum 10% landscaping standard, have a chain-link fence around the full perimeter of the gravel yard with privacy slats along the front. Staff is recommending additional screening as a condition of approval.

City Planner Holly Byram, MWVCOG, stated the graveling of the yard requires storm water retention and the City Engineer has reviewed the applicant's preliminary drainage report and has included comments, and has no concerns.

City Planner Holly Byram, MWVCOG, said the developed lot has 2 existing driveways and the proposed gravel yard is to have one new 25 ft. wide driveway. The applicant is proposing to concrete the driveway apron only on the gravel yard, and staff's recommended condition of approval is they pave 30 to 40 ft. the driveway. She stated if the gravel storage yard were to be sold off, the new owner would need to come into the City for additional land use review, because the only reason the storage yard is allowed to continue to be in gravel is because it is abutting the paved lot on the existing developed property. Furthermore, regarding parking, 4 bicycle parking spaces are proposed but 6 are required, so they will need to add a couple more bike parking spaces, in which half of those will need to be covered.

City Planner Holly Byram, MWVCOG, stated in regards to screening and buffering, a recommended condition of approval is the applicant put privacy slats in the new chain link fence along the western boundary and potentially the northern boundary of the developed lot because there is a non-conforming residence there, in addition to the privacy slats in the front.

City Planner Holly Byram, MWVCOG, said there was no safe pedestrian connection to the front of the building, so Staff has recommended a pedestrian sidewalk that will connect to the front of the building.

City Planner Holly Byram, MWVCOG, stated most of the conditions of approval staff is recommending are fairly standard. She went on to say Item D, has to do with the Riparian Permits, and that is the applicant's obligation to coordinate with DSL (Department of State Lands) and others that might need to be consulted on this.

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 Planning Commission Vice Chair Glenn Holum asked if there were any questions of staff from the Planning Commission before we continue and accept public testimony. There were none.

Planning Commission Vice Chair Glenn Holum asked if the applicant or their representative would like to speak.

Jennifer Arnold with Emerio Design LLC., stated they had no objections to the recommended conditions of approval as given in the Staff report, and were open to additional landscaping if it was reasonable.

Planning Commission Vice Chair Glenn Holum asked for clarification on the plan for the west side and northern boundaries of the property.

Jennifer Arnold with Emerio Design LLC., said Arborvitae is the main plant screening, and are sticking with chain-link fencing with slats in it for an additional layer of screening from adjacent users.

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

Planning Commission Vice Chair Glenn Holum asked if there was anyone to 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 Vice Chair Glenn Holum asked if the Planning Commission would like the applicant to address any of the testimony. There was no comment.

Planning Commission Vice Chair 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.

Interim Fire Chief Michael Kahrmann stated he had no questions or concerns regarding this project.

Public Works Superintendent Mike Krebs stated he had no comments.

City Planner Holly Byram, MWVCOG asked Interim Fire Chief Michael Kahrmann if there was a need for a Knox box in case there is an incident within a locked storage yard.


Interim Fire Chief Michael Kahrmann said because the current existing facility has a Knox already installed on site, they could put keys for the yard in that Knox box and he can make a note of it on their pre-incident plan. He went on to say if a new company came in and took over the lot, then at that time they would require the new business to put a Knox box on the gate.

The applicant, Liam Sullivan, said he will add a key for the yard to the existing Knox box.

Planning Commission Vice Chair Glenn Holum closed the Public Hearing at 7:00 p.m. and said he will entertain discussion on the application and/or a motion.


MSA/Planning Commissioner Fil Kartal /Planning Commissioner Patrick Marnell made a motion to approve Site Development Review file #DR 2022-02, as submitted and adopt the findings and recommended conditions of approval contained in the Staff Report. Planning Commissioner Glenn Holum, Planning Commissioner Fil Kartal, Planning Commissioner Nik Kulikov, Planning Commissioner Patrick Marnell were in favor. Motion passed unanimously.

ADJOURNMENT. (December 20, 2022 – Cancelled. Next scheduled Planning Commission Meeting will be January 17, 2023, at 6:30 p.m.) MSA/Planning Commissioner Nik Kulikov/Planning Commissioner Patrick Marnell moved to adjourn. Planning Commissioner Glenn Holum, Planning Commissioner Fil Kartal, Planning Commissioner Nik Kulikov, Planning Commissioner Patrick Marnell were in favor. Motion passed unanimously. Meeting was adjourned at 7:03 p.m.

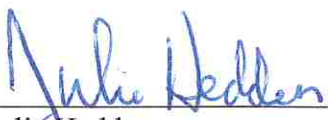


Glenn Holum
Planning Commission Chair

ATTEST:



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



Julie Hedden
Administrative Assistant/Court Clerk
Transcribing