

**MEETING NOTICE FOR THE
CITY OF HUBBARD**

TUESDAY

SEPTEMBER 15, 2015

.....
PLANNING COMMISSIONERS: HOLUM, ANDERSON, NICHOLS, ESTES, NELSON
.....

The Hubbard Planning Commission will meet for a planning meeting at the Hubbard City Hall at 6:30 p.m.

The City will, upon request, endeavor to arrange for the following services to be provided. Since these services must be scheduled with outside service providers, it is important to allow as much lead time as possible. Please notify the City of your need by 4:00 p.m. on the Monday of the week preceding the meeting date.

- X **Qualified sign language interpreters for persons with speech or hearing impairments; and**

- X **Qualified bilingual interpreters; and**

- X **Assisting listening devices for persons with impaired hearing.**

Additional agenda items may be accepted until 4:00 p.m. on the Monday of the week prior to the meeting. Please contact the Director of Administration/City Recorder, Vickie L. Nogle, MMC, at 981-9633. (TTY / Voice 1-800-735-2900)

SEE ATTACHED AGENDA

**Posted 9/10/2015
4:00 p.m.**

**Vickie L. Nogle, MMC
Director of Admin/City Recorder**

**CITY OF HUBBARD
PLANNING COMMISSION
MEETING AGENDA**

**TUESDAY, SEPTEMBER 15, 2015 - 6:30 PM
LOCATION: HUBBARD CITY HALL
3720 2ND STREET, HUBBARD**

- 1) **CALL TO ORDER.**
 - a) Flag Salute.
- 2) **APPROVAL OF THE JULY 21, 2015, PLANNING COMMISSION MINUTES.**
- 3) **ACCEPTANCE OF MYLAR PLAT FOR GREENS AT MILL CREEK SUBDIVISION (I & E CONSTRUCTION – SUB & VA #2014-01).**
- 4) **REQUEST FOR EXTENSION OF TECHNICAL REVIEW #2013-01 (AXIS CRANE – 2500 INDUSTRIAL AVENUE).**
- 5) **ADJOURNMENT.** (Next regular scheduled Planning Commission meeting October 20, 2015)

**CITY OF HUBBARD PLANNING COMMISSION MINUTES
JULY 21, 2015**

CALL TO ORDER. The Hubbard Planning Commission meeting was called to order at 6:30 p.m. by the Planning Commission Chairman Glenn Holum at the City Hall, 3720 2nd Street, Hubbard.

Planning Commission Present: Glenn Holum, Harold Anderson, Dan Estes, Byron Nichols.

Excused Absence: Kevin Nelson.

Staff Present: Director of Administration/City Recorder Vickie Nogle; Administrative Assistant Lucy Astorga; City Planner Joseph Shearer, MWVCOG.

FLAG SALUTE. Planning Commission Chairman Glenn Holum led the group in reciting the Pledge of Allegiance.

APPROVAL OF THE JUNE 16, 2015, PLANNING COMMISSION MEETING MINUTES. MSA/Planning Commissioner Harold Anderson/Planning Commissioner Byron Nichols moved to approve the minutes as presented. Planning Commissioners Glenn Holum, Dan Estes, Harold Anderson, and Byron Nichols were in favor. Motion passed.

PUBLIC HEARING.

SITE DEVELOPMENT REVIEW #2015-03 FOR REVIEW OF OUTDOOR SEATING AREA FOR CUSTOMERS IN CONJUNCTION WITH AN EXISTING DRIVE-THRU COFFEE STAND. 3564 PACIFIC HIGHWAY 99E – 41W34BC02500. Planning Commission Chairman Glenn Holum opened the Public Hearing.

City Planner Joseph Shearer asked if there were any declarations of bias, conflict of interest, or ex parte contact.

Planning Commissioner Harold Anderson said he is a customer of the current business, From Russia With Love.

J. Shearer read the legislative hearing statement.

J. Shearer summarized the staff report, saying in 2001, a drive-thru coffee stand was approved for the location being discussed, and operated until 2014. It was then removed and a new one was put up in the same place. In March 2015 it came to staff's attention the business had expanded to include an outdoor seating area, which constituted a Site Development Review. J. Shearer said Public Works mentioned a seating area may require a restroom for customers. He added staff would like a parking plan submitted, which would also show bike parking.

H. Anderson asked if it is required for the bike parking to be lockable.

J. Shearer responded he didn't believe it needed to be lockable.

PAGE 2 – PLANNING COMMISSION MEETING MINUTES – JULY 21, 2015

Planning Commissioner Dan Estes asked if the relationship between the coffee stand and gas station soured, could the restroom and parking privileges be taken away.

G. Holum opened public comment to the applicant.

Kirk Deignan, 20027 Grim Road, Aurora, applicant, said his lease for the coffee stand also allows access to parking and the restroom at Hubbard Market.

Planning Commissioner Byron Nichols asked if the business owners would be going through the standard permitting process with building permits, health department, etc.

K. Deignan replied they have already submitted the application for building permit.

H. Anderson asked the applicant if he had any issues with the Conditions of Approval.

K. Deignan said he hasn't looked into the lighting yet, but there is lighting from the gas station and market. He also asked if he needed to put up additional addressing because the market already has it posted.

Director of Administration/City Recorder Vickie Nogle commented the lighting requirement is for the perimeter around the building, to deter criminal activity. She also mentioned the coffee stand and gas station/market have two different addresses. V. Nogle also mentioned the Building Permit application has not been submitted to Marion County because the Land Use process needs to be completed before the City can sign off on the Building Permit application.

G. Holum asked if there was any other public comment. There was none.

B. Nichols mentioned there is a porta potty on the property and asked if that was just for employees or customers as well.

V. Nogle said porta potties are not allowed according to the Hubbard Municipal Code unless there is construction type activity and is temporary.

K. Deignan said the porta potty is for convenience of employee so they don't have to close the stand and go use the restroom in the market. He said there is a hand-washing facility located in the coffee stand.

J. Shearer said the porta potty issue can be addressed now, or wait and have it go through a code compliance process.

MSA/Planning Commissioner Byron Nichols/Planning Commissioner Dan Estes moved to approve Site Development Review #2015-03 as written, adding the porta potty be removed as per the City's Code, prior to issuance of building permit. Planning Commissioners Glenn Holum, Dan Estes, Harold Anderson, and Byron Nichols were in favor. Motion passed.

ADJOURNMENT. (The next scheduled Planning Commission Meeting will be August 18, 2015, at 6:30 p.m.) MSA/Planning Commissioner Harold Anderson/Planning Commissioner Dan Estes moved to adjourn the meeting. Planning Commissioners Glenn Holum, Dan Estes, Harold Anderson, and Byron Nichols were in favor. Motion passed. Meeting was adjourned at 7:00 p.m.

Glenn Holum, Planning Commission Chairman

ATTEST:

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

Lucy T. Astorga, Admin Asst.
Recording & Transcribing