CITY OF HUBBARD PLANNING COMMISSION MINUTES
OCTOBER 18, 2016

CALL TO ORDER. The Hubbard Planning Commission meeting was called to order at 6:31 p.m. by the Planning Commission Chairman Dan Estes at the City Hall, 3720 2nd Street, Hubbard.

Planning Commission Present: Dan Estes, Glenn Holum, Kevin Nelson, Byron Nichols.

Staff Present: Director of Administration/City Recorder Vickie Nogle; Public Works Superintendent Jaime Estrada; City Planner Laura LaRoque, MWVCOG.

FLAG SALUTE. Planning Commission Chairman Dan Estes led the group in reciting the Pledge of Allegiance.

APPROVAL OF THE JULY 19, 2016, PLANNING COMMISSION MEETING MINUTES. MSA/Planning Commissioner Byron Nichols/Planning Commissioner Glenn Holum moved to approve the minutes. Planning Commissioners Dan Estes, Kevin Nelson, Glenn Holum, and Byron Nichols were in favor. Motion passed.

PUBLIC HEARING.
DR #2016-04 – MARION CONSTRUCTION – [2360 INDUSTRIAL AVENUE (041W33DD01100)] – SITE DEVELOPMENT REVIEW FOR A 10,080 SF WAREHOUSE. Planning Commission Chairman Dan Estes opened the public hearing. D. Estes asked if any of the Planning Commissioners had declarations of bias, conflict, or ex parte contact in regard to this application. There were none. D. Estes asked if anyone had objections to the notice that was sent out or the Planning Commission overseeing the proceedings. There were none.

City Planner Laura LaRoque read the legislative hearing statement.

L. LaRoque summarized the staff report pages 1 through 9, saying the application is for the construction of 10,080 SF building to be used as an office/warehouse. L. LaRoque stated there are conditions of approval, including but not limited to: The submittal of a final landscape plan, drainage and detention plans, lighting plan, sufficient addressing, and bicycle parking. It is determined there is sufficient space for a loading space.

L. LaRoque reported staff recommends approval of the application, pending the conditions of approval.

D. Estes opened the meeting to the applicant.

Jeff Schmidt, 8073 S. Sconce Rd, Canby, applicant, reported all landscaping has been done. He said the condition of approval to follow the City's Code in regard to storm, water, and sewer. He

stated their intention is to have two different tenants at the property, and mentioned they would be interested in putting in a second water meter for the other tenant at the property.

L. LaRoque commented that she had spoken with the Engineer and was told it is acceptable to have more than one meter at a location.

D. Estes asked if there were any proponents or opponents. There were none.

D. Estes closed the public comment portion of the meeting.

MSA/Planning Commissioner Glenn Holum/Planning Commissioner Byron Nichols moved to approve DR 2016-04, with the removal of 2.203.06 (b)(2) of the staff report, condition of approval requiring a loading space, as current space satisfies that requirement. Planning Commissioners Dan Estes, Kevin Nelson, Byron Nichols, and Glenn Holum were in favor. Motion passed.

ZC #2016-01 & DR #2016-03 – KAUFFMAN CONSTRUCTION, INC. – [3092 1ST STREET (041W33DA02700)] – REZONE .54 ACRES FROM RESIDENTIAL COMMERCIAL (RC) TO COMMERCIAL (C), AND CONCURRENT SITE DEVELOPMENT REVIEW FOR A 1,710 SF COMMERCIAL BUILDING. Planning Commission Chairman Dan Estes opened the public hearing. D. Estes asked if any of the Planning Commissioners had declarations of bias, conflict, or ex parte contact in regard to this application. There were none. D. Estes asked if anyone had objections to the notice that was sent out or the Planning Commission overseeing the proceedings. There were none.

City Planner Laura LaRoque read the legislative hearing statement.

L. LaRoque summarized the staff report pages 1 through 11, saying the application is for the zone change from Residential Commercial to Commercial. She said there is currently a car wash business on the property. L. LaRoque stated the final development plan has not been submitted, so there are a number of recommended conditions of approval, including having the final plan submitted for approval.

L. LaRoque stated there is no permit access from the property directly to Pacific Highway 99E. Providing three (3) parking spaces for employees is a recommended condition of approval. She said the commercial use does fit with the surrounding uses.

L. LaRoque reported staff recommends approval of the application to the City Council.

D. Estes opened the meeting to the applicant. No applicant present.

D. Estes asked if there were any proponents or opponents. There were none.

D. Estes closed the public comment portion of the meeting.

Public Works Superintendent Jaime Estrada requested a backflow prevention device be required of the applicant.

MSA/Planning Commissioner Glenn Holum/Planning Commissioner Kevin Nelson moved to forward ZC #2016-01 & DR #2016-03 to the City Council for approval, with the requirement of installation of a backflow prevention device. Planning Commissioners Dan Estes, Kevin Nelson, Byron Nichols, and Glenn Holum were in favor. Motion passed.

PA #2016-01 – PBSL – [2994 SCHMIDT LANE (041W33DC00900)] – DIVIDE 7.29 ACRES INTO THREE (3) PARCELS. Planning Commission Chairman Dan Estes opened the public hearing. D. Estes asked if any of the Planning Commissioners had declarations of bias, conflict, or ex parte contact in regard to this application.

Planning Commissioner Glenn Holum said the owner of PBSL is his wife's uncle.

D. Estes asked if anyone had objections to the notice that was sent out or the Planning Commission overseeing the proceedings. There were none.

City Planner Laura LaRoque read the legislative hearing statement.

L. LaRoque summarized the staff report pages 1 through 6, saying the application is for a Partition to divide property into three parcels. According to the staff report, staff recommends the applicant record a reciprocal access easement and shared maintenance agreement for any of the shared access ways as a condition of approval.

D. Estes opened the meeting to the applicant.

Rob Prince, 2100 N Pacific Highway, Woodburn, said there will be three different types of businesses, and four owners.

D. Estes asked if there were any proponents or opponents. There were none.

D. Estes closed the public comment portion of the meeting.

MSA/Planning Commissioner Kevin Nelson/Planning Commissioner Glenn Holum moved to approve PA #2016-01 as presented by staff. Planning Commissioners Dan Estes, Kevin Nelson, Byron Nichols, and Glenn Holum were in favor. Motion passed.

DR #2016-05 – MODULAR MINI STORAGE – [2994 SCHMIDT LANE (041W33DC00900)] – SITE DEVELOPMENT REVIEW FOR TWO (2) COMMERCIAL BUILDINGS OF 15,400SF COMBINED, SEVEN (7) SELF-STORAGE BUILDINGS OF 85,970SF COMBINED, AND ONE (1) OFFICE OF 1,200SF. Planning Commission Chairman Dan Estes opened the public hearing. D. Estes asked if any of the Planning Commissioners had declarations of bias, conflict, or ex parte contact in regard to this application. There were none. D. Estes asked if anyone had objections to the notice that was sent out or the Planning Commission overseeing the proceedings. There were none.

City Planner Laura LaRoque read the legislative hearing statement.

L. LaRoque summarized the staff report pages 1 through 11, saying the application is for a Site Development Review approval for two commercial buildings, seven self-storage buildings, and one office, as well as related parking, landscaping, and site improvements for Parcels 1 & 2 located at the south west corner of Pacific Highway 99E and Schmidt Lane. She stated Public Works Superintendent Jaime Estrada has waived the requirement of street trees along Pacific Highway 99E, as allowed by the City's Development Code. Sixteen bicycle parking spaces are required at the site. L. LaRoque reported staff recommends approval, pending the conditions of approval.

D. Estes opened the meeting to the applicant.

Michael LeClair, Applicant, 11105 SW Industrial Way, Tualatin, said they are excited about this project. He said they would like the loading spaces for the storage facilities and bicycle spaces requirements be waived. It was also noted there would be monitored security at the site.

D. Estes asked if there were any proponents or opponents. There were none.

D. Estes closed the public comment portion of the meeting.

L. LaRoque said seven bicycle spaces would be required based on the potential retail and office uses at the site.

MSA/Planning Commissioner Glenn Holum/Planning Commissioner Byron Nichols moved to approve DR #2016-05, with the removal of the loading space requirement, and only requiring seven bicycle parking spaces. Planning Commissioners Dan Estes, Kevin Nelson, Byron Nichols, and Glenn Holum were in favor. Motion passed.

VA #2016-03 – CITY OF HUBBARD – [2600 D STREET (041W33AD05900)] – VARIANCE TO REDUCE THE FRONT YARD SETBACK AND ONE SIDE YARD SETBACK FROM TWENTY (20) FEET TO ZERO (0) FEET. Planning Commission Chairman Dan Estes opened the public hearing. D. Estes asked if any of the Planning Commissioners had declarations of bias, conflict, or ex parte contact in regard to this application. D. Estes declared his wife is the President of Hubbard Parks Improvement Committee, with no monetary interest. D. Estes asked if anyone had objections to the notice that was sent out or the Planning Commission overseeing the proceedings. There were none.

City Planner Laura LaRoque read the legislative hearing statement.

L. LaRoque summarized the staff report pages 1 through 5, saying the application is for a major variance to reduce the front yard setback and one side yard setback. She reported the City received a grant to replace a rest room at Rivenes Park, and the proposed facility does not fit in the same footprint as the old facilities.

D. Estes asked what the proposed time line is for the project.

Public Works Superintendent Jaime Estrada stated the estimation is approximately one year for completion.

D. Estes opened the meeting to the applicant.

Public Works Superintendent Jaime Estrada, Applicant, 3720 2nd Street, Hubbard, said they don't want to use more park land for the new building than is necessary. J. Estrada said he is proposing to remove one fir tree. He said there will be some minor modifications compared to the previous restroom.

MSA/Planning Commissioner Byron Nichols/Planning Commissioner Glenn Holum moved to approve VA #2016-03, as presented in the staff report. Planning Commissioners Dan Estes, Kevin Nelson, Byron Nichols, and Glenn Holum were in favor. Motion passed.

ADJOURNMENT. (The next scheduled Planning Commission Meeting will be November 15, 2016, at 6:30 p.m.) MSA/Planning Commissioner Glenn Holum/Planning Commissioner Byron Nichols moved to adjourn the meeting. Planning Commissioners Dan Estes, Kevin Nelson, Byron Nichols, and Glenn Holum were in favor. Motion passed. Meeting was adjourned at 7:25 p.m.

Dan Estes, Planning Commission Chairman

ATTEST:

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

Lucy T. Astorga, Admin Asst.
Transcribing