

**CITY OF HUBBARD
PLANNING COMMISSION MINUTES
MAY 19, 2020**

CALL TO ORDER. The Hubbard Planning Commission meeting was called to order at 6:35 p.m. by the Planning Commission Chairman Anthony San Filippo via conference call because of the COVID - 19 virus.

Planning Commission Present: Planning Commission Chairman Anthony San Filippo, Planning Commissioner Glenn Holum, Planning Commissioner Scott Stierle, Planning Commissioner Jessica Countryman. Planning Commissioner Nik Kulikov

Staff Present: Director of Administration/City Recorder Vickie Nogle, City Planner Holly Byram, MWVCOG, Public Works Superintendent Michael Krebs, Public Works Administrative Manager Melinda Olinger, Administrative Assistant/Court Clerk Julie Hedden.

Others Present: Ron [*Unable to determine last name*]

FLAG SALUTE.

Planning Commission Chairman Anthony San Filippo led the group in reciting the Pledge of Allegiance.

APPROVAL OF THE APRIL 21, 2020, PLANNING COMMISSION MEETING MINUTES. MSA/Planning Commissioner Glenn Holum / Planning Commissioner Scott Stierle moved to approve the minutes from the April 21, 2020, meeting. Planning Commissioners Scott Stierle, Anthony San Filippo, Glenn Holum, Jessica Countryman, and Nik Kulikov were in favor. Motion passed unanimously.

PUBLIC HEARING.

- a) **Review proposed adoption of the 2020 Hubbard Water Master Plan (WMP), as an addendum to the Hubbard Comprehensive Plan (LA #2020-01).**

Planning Commissioner Chairman Anthony San Filippo opened the Public Hearing at 6:37 p.m.

Planning Commissioner Chairman Anthony San Filippo read the legislative hearing statement.

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

Planning Commissioner Chairman Anthony San Filippo asked for any declarations of ex parte contact, bias, or conflict of interest.

City Planner Holly Byram summarized the staff report.

City Planner Holly Byram said the people that really need to be heard from are the Public Works Staff because they are the ones that have been the most involved with the drafting of the

PAGE 2 – PLANNING COMMISSION MEETING MINUTES MAY 19, 2020

Hubbard Water Master Plan and was compiled by consultant Murraysmith. The addendum to the Hubbard Comprehensive Plan is a Type IV procedure which means the Planning Commission makes a recommendation and the final decision is made by the City Council. She said the criteria used to review it are found in the Hubbard Development Code, Hubbard Comprehensive Plan, and the Oregon Statewide Planning Goals.

City Planner Holly Byram stated the 1996 City of Hubbard Water Master Plan originally guided the governing body in the development of the water system and a couple of other pieces have been adopted since that time. She said the purpose of the 2020 Water Master Plan (WMP) is to provide the City with the information needed to inform long-term water supply and distribution infrastructure decisions and it is intended to be a 20-year document. H. Byram stated it is anticipated that future expansion of the City's water service area will include continued residential, commercial, and industrial infill developments, and one new major subdivision.

City Planner Holly Byram said the Water Master Plan has been reviewed by Business Oregon and the Oregon Health Authority Drinking Water Services and has been approved as compliant with both of the agency's guidelines.

City Planner Holly Byram stated the applicable criteria that is looked at is provided from The Hubbard Development Code, The City of Hubbard Comprehensive Plan, and Oregon Statewide Planning Goals and Guidelines.

City Planner Holly Byram said in conclusion Staff finds the 2020 Water Master Plan as presented in the legislative amendment file # LA 2020-01 meets the criteria included with the Hubbard Development Code, The Hubbard Comprehensive Plan and the Oregon Statewide Planning Goals, as presented.

City Planner Holly Byram stated Staff recommends the Planning Commission Motion to recommend the City Council adopt the findings outlined in the staff report and Approve the 2020 Water Master Plan by adopting it as an addendum to the Hubbard Comprehensive Plan as presented.

Director of Administration/City Recorder Vickie Nogle asked an unidentified caller for the record to state their name.

The caller identified himself as Ron [*Unable to determine last name*].

City Planning Commission Chairman Anthony San Filippo asked if there were any questions of staff from the Planning Commission before we continue and accept public testimony. There were none.

Planning Commission Chairman Anthony San Filippo accepted public testimony regarding this amendment.

Planning Commission Chairman Anthony San Filippo asked if there was anyone who would like to speak in support of the amendment. There were none.

PAGE 3 – PLANNING COMMISSION MEETING MINUTES MAY 19, 2020

Planning Commission Chairman Anthony San Filippo asked if there was anyone who would like to speak in opposition of the amendment, and if there was anyone who would like to speak neither for nor against the amendment. There were none. He went on to ask if the Planning Commission would like Staff to address any of the testimony.

Planning Commission Chairman Anthony San Filippo said before he closed or continued the public hearing if there are any additional questions from the Planning Commissioners of staff or anyone. There were none. He stated once he closed the hearing only Commissioners or staff may speak.

Public Works Superintendent Michael Krebs said the Hubbard Water Master Plan is an old plan that was done in 1996 so it is outdated, and Staff needed more direction as to where the City needs to go now. He stated the one that is dated May of 2020 has been approved by the Oregon Health Authority and it is required by Oregon Administrative Rule that it is updated as this is a 20 year planning document that stretches out to 2040. Furthermore, it shows what the Water System Goals are and what the future demands are which include: options to meet future demand, engineering evaluations, estimates of future demands, financing, recommended projects, cost estimates, seismic risk assessment and mitigation plan.

Public Works Superintendent Michael Krebs stated Section 1 identifies what existing water infrastructure needs are and what the future needs are and that applies to service area, supply sources, water treatment plant, backup power, water rights, distribution systems, and the telemetry system.

Public Works Superintendent Michael Krebs stated Section 2 is the projected growth and water requirements for the service area for the 20 year planning period, water demand and population projections.

Public Works Superintendent Michael Krebs stated Section 3 covers the planning and analysis criteria which include what the City need for water supply, service pressure, distribution system evaluation, storage capacity, pumping needs, and what is required for fire flows for the different structures throughout the City.

Public Works Superintendent Michael Krebs said Section 4 is the Water System Analysis which includes the Water Supply Capacity, Emergency Supply Considerations, Service Area Pressure, details about the Elevated Tank, Alternatives in lieu of the Elevated Tank, Storage Capacity and Condition, Pumping capacity, Distribution System Quality, Rule Compliance, System Metering, Capacity and Hydraulic Performance, and Telemetry.

Public Works Superintendent Michael Krebs explained Section 5 is the Seismic Resilience Evaluation which had to be done because of the possibility of a Cascadia Subduction Zone earthquake. He said the State wants to know how quickly the City can recover and provide water to customers after such an event.

PAGE 4 – PLANNING COMMISSION MEETING MINUTES MAY 19, 2020

Public Works Superintendent Michael Krebs said Section 6 looks at Operation and Maintenance which consists of the Operations and Maintenance of the Existing Structure, Regulations and Guidelines, Operator Certification, System Operation, Preventive Maintenance, Record Keeping and Customer Complaints.

Public Works Superintendent Michael Krebs stated Section 7 looks at the recommendations of what the City need to do now and in the future for the Capital Improvement Program. He said it includes Cost Estimating which looks at the water system in the future for 5 years, 10 years and 20 years, this includes looking at the Water Source and Treatment which includes Well Rehabilitation, Treatment Improvement, Meter Calibration Replacement, New Groundwater Production Well, Pumping Capacity Upgrade, SCADA Improvements, Elevated Reservoir, Distribution Mains, Fire Hydrant Replacement, Water Main Replacement, Increased Seismic Resilience. M. Krebs stated it looks at how the City is going to fund these projects which include using SDC Charges, Safe Drinking Water Revolving State Loans, Federal Money from USDA Rural Development and Business Oregon.

Planning Commissioner Jessica Countryman asked who applies for these loans.

Public Works Superintendent Mike Krebs answered the City and Public Works Staff, but The City Council approves them first.

Planning Commissioner Jessica Countryman asked how he feels about the Plan because it seems like a lot of work.

Public Works Superintendent Mike said it needs to be done because it will give clear guidance and the direction the City needs to go in the future to provide the community with safe, potable drinking water.

Planning Commissioner Jessica Countryman asked if he is prepared to tackle the projects that are shown on the chart for the next 1 – 5 years.

Public Works Superintendent Mike Krebs said they are, but if they tackle any one of those projects it would be via contractor because they do not have in house staff that can do it.

Planning Commissioner Scott Stierle asked when a decision will be made on the options for the elevated tank.

Public Works Superintendent Mike Krebs said there is no recommendation at this time and the soonest that decision will be made is in 2 – 3 years.

Planning Commission Chairman Anthony San Filippo closed the Public Hearing at 7:09 p.m. and said he will entertain discussion on the application and/or a motion.

MSA/Planning Commissioner Glen Holum/Planning Commissioner Scott Stierle made a motion to approve the proposed adoption of the 2020 Hubbard Water Master Plan (WMP), as an addendum to the Hubbard Comprehensive Plan (LA # 2020-01) as presented. Planning

PAGE 5 – PLANNING COMMISSION MEETING MINUTES MAY 19, 2020

Commissioners Scott Stierle, Planning Commissioner Chairman Anthony San Filippo, Planning Commissioner Glenn Holum, Planning Commissioner Nik Kulikov and Planning Commissioner Jessica Countryman were in favor. Motion passed unanimously.

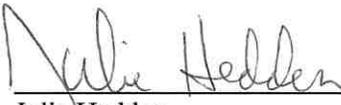
ADJOURNMENT. (The next scheduled Planning Commission Meeting will be June 16, 2020 at 6:30 p.m.) MSA/Planning Commissioner Scott Stiele /Planning Commissioner Jessica Countryman moved to adjourn the meeting. Planning Commissioner Scott Stierle, Planning Commissioner Glenn Holum, Planning Commissioner Chairman Anthony San Filippo, Planning Commissioner Nik Kulikov and Planning Commissioner Jessica Countryman were in favor. Motion passed unanimously. Meeting was adjourned at 7:10 p.m.



Anthony San Filippo
Planning Commission Chairman

ATTEST:


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



Julie Hedden
Administrative Assistant/Court Clerk
Recording & Transcribing