

## GLADSTONE PLANNING COMMISSION WORK SESSION MINUTES of May 21, 2019

Meeting was called to order at approximately 6:30 P.M.

### **ROLL CALL:**

Chair Randy Rowlette, Commissioner Andriel Langston, Commissioner Malachi de AElfweald, Commissioner Les Poole, Commissioner Patrick Smith

### **ABSENT:**

Commissioner Natalie Smith, Commissioner Libby Wentz

### **STAFF:**

Tami Bannick, City Recorder; Lizbeth Dance, Planner

---

### **CONSENT AGENDA:**

#### **1. Approval of April 16, 2019 Meeting Minutes**

*Commissioner de AElfweald made a motion to approve the Consent Agenda. Motion was seconded by Commissioner Patrick Smith. Motion passed unanimously.*

### **REGULAR AGENDA:**

#### **2. Monthly Planning Report – April 2019**

Ms. Dance went over the report. There was a slight uptake in administrative decisions – they feel this trend will continue. They are now doing administrative decisions for signs because the code requires it, but they hadn't been doing that historically. The customer contacts/phone contacts have been consistent. They issued one building permit and had one pre-application conference (18000 Webster Road housing facility proposed by Clackamas County). Carz Planet is still incomplete – there has been no action on that application.

Chair Rowlette asked if a pre-application conference is required – Ms. Dance said they are required for any Type 3 land use review. They are not required for administrative decisions.

*Commissioner Langston made a motion to approve the Monthly Planning Report. Motion was seconded by Commissioner de AElfweald. Motion passed unanimously.*

#### **3. Public Hearing: File Z0161-19-D – Request for an enclosure of an existing 1,239 sq. ft. service drive area at Dick Hannah Nissan, 19505 McLoughlin Boulevard, to accommodate five (5) employees and customer service areas. No landscaping or parking modifications are proposed. Scott Aldinger, applicant; Jason Hannah, JJHO LLC, owner:**

Chair Rowlette opened the public hearing and went over the procedures/rules for public hearings. He said that a decision may be made by the Commission at the close of the public hearing or the matter may be continued to a time/date certain. Any party may request a continuance of this hearing or may request the record remain open for seven days. If the matter is continued to a date certain this will be the only notice of that date received. The Commission's decision will be final unless appealed to the City Council.

He asked if any members of the Commission wished to disclose any ex parte contacts, bias, or conflicts of interest – none did. He asked if members had visited this site. Commissioners Langston has not visited the site. Commissioner de AElfweald has not visited the site and had a brief discussion with Commissioner Patrick Smith regarding the information contained in the packet.

Chair Rowlette is familiar with the site. Commissioner Poole has visited the site. Commissioner Patrick Smith visited the site and had a general conversation with Commissioner de AElfweald prior to the meeting regarding the information contained in the packet.

Chair Rowlette asked if any members of the audience wished to challenge the jurisdiction of the Commission to hear this matter – none did. He asked if any members of the audience wished to challenge any Planning Commission member’s ability to participate – none did.

Ms. Dance went over the staff report. This project will not be expanding the footprint of the main building. The proposed addition will provide a heated and cooled space for both employees and customers and protect them from weather conditions. No formal comments have been received from the public. Staff is recommending approval of the proposed project with nine special conditions, including submittal of a final lighting plan, Fire Department and Public Works approval, and evidence of bicycle parking on the site.

Commissioner de AElfweald said they used to get staff responses on projects and it seems like they have been falling behind on that – he asked for follow up to see why that is not happening anymore.

**APPLICANT TESTIMONY:**

None.

**PUBLIC TESTIMONY:**

None.

Commissioner de AElfweald said that part of the text was illegible so it was difficult to follow the plans in the packet – that was the topic of the conversation he had with Commissioner Patrick Smith prior to the meeting. He clarified that he did not have any concerns with the proposed project.

*Commissioner de AElfweald made a motion to close the public hearing. Motion was seconded by Commissioner Poole. Motion passed unanimously.*

Chair Rowlette closed the public testimony.

**DISCUSSION:**

Commissioner Poole said that is a very congested area – they seem to be doing a good job working in a tight situation.

Commissioner de AElfweald said that ODOT has restrictions about parking on McLoughlin Boulevard during the construction.

Chair Rowlette reminded the applicant that this approval is only good for one year and if it needs to be renewed/extended they should probably do that approximately three months ahead of time.

*Commissioner de AElfweald made a motion to approve File Z0161-19-D. Motion was seconded by Commissioner Patrick Smith. Ms. Bannick took a roll call vote: Commissioner Langston – yes. Commissioner de AElfweald – yes. Commissioner Poole – yes. Commissioners Patrick Smith – yes. Chair Rowlette – yes. Motion passed unanimously.*

4. **Continued Discussion of Possible Changes to Extension Compliance (time limits) in the Gladstone Municipal Code:**

Commissioner de AElfweald said in the red section it says that the City Administrator or designee can do it if there are no changes – the part that said the Planning Commission can if there *are* changes is now missing.

Commissioner Patrick Smith asked in terms of timing how this stacked up against adjoining governmental agencies that regulate this. Ms. Dance said Clackamas County’s land use decisions are good for four years. Cities are under two or three year timelines.

Commissioner de AElfweald said they had agreed to put all the fees in one section. He asked if they could do something similar with the land use timelines instead of having them in several places. He feels we should try to be consistent with all of the timelines. Ms. Bannick will do some research on this topic.

There was discussion regarding property lot line adjustments and what is involved in the process. It was agreed that any one-year time limits should be changed to two years in order to be consistent. If there are changes they need to come before the Planning Commission in order to get an extension past the two years. Commissioner Poole suggested sending reminders prior to expiration dates – Chair Rowlette and Commissioner Patrick Smith disagreed. It was agreed to add the information that they need to apply for an extension 90 days prior to expiration date. Commissioner Patrick Smith asked Ms. Bannick if the City Administrator or designee was comfortable making the recommendations – Ms. Bannick will follow up on that.

**BUSINESS FROM THE COMMISSION:**

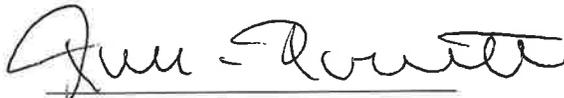
**Commissioner de AElfweald:**

He said he sent a message to Mayor Stempel regarding a Tri-Met bus stop near the new Civic Center but he hasn’t heard back yet – he will follow up. There was further discussion on this topic.

**ADJOURN:**

Meeting adjourned at approximately 7:33 P.M.

Minutes approved by the Planning Commission this 19 day of JUNE, 2019.



Randy Rowlette, Chair