

GLADSTONE PLANNING COMMISSION MEETING MINUTES of August 20, 2019

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

ROLL CALL:

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

ABSENT:

Commissioner Libby Wentz

STAFF:

Tami Bannick, City Recorder; Melissa Ahrens, Senior Planner; Joy Fields, Senior Planner; Councilor Mersereau

CONSENT AGENDA:

1. Approval of June 18, 2019 Meeting Minutes

Commissioner Natalie Smith made a motion to approve the Consent Agenda. Motion was seconded by Commissioner Poole. Motion passed unanimously.

REGULAR AGENDA:

2. Monthly Planning Reports – June & July 2019

Ms. Ahrens went over the reports. They had quite a few building permits come through. One was the Civic Center, which is now under construction. There were some tenant improvements on Portland Avenue. In July they had some residential building permit work and cell tower upgrades (in-kind replacement of electrical cell tower equipment). They have seen regular customer contacts with an increase in June and July.

Chair Rowlette asked about the project at the old Senior Center/Rehab on Webster Road across from the water tower – Ms. Ahrens said it is County owned now and they are gearing up to do outreach with the community to make sure everyone in the area is informed about their proposal. Commissioner Natalie Smith asked if there was a resolution with Carz Planet – Ms. Ahrens said they anticipate that it will be coming before the Planning Commission in October. They have submitted a landscape plan showing their current landscaping.

Ms. Ahrens introduced Joy Fields, their new Senior Planner at the County – she comes to them with many years of experience in planning. She will take over for Ms. Ahrens while she is out on maternity leave. Ms. Fields went over her background.

Ms. Ahrens shared information from DLCD for Housing Bill 2001 – it goes over some key dates. Their model code is not expected to be released until December 31st, 2020. It is their understanding that the City would not be forced to implement any of the model code until June 20, 2022. The bill is geared to encourage local governments to adopt their own ordinance update to reflect the bill before that timeline.

3. Discussion of Request for a Route Change/Bus Stop for New Civic Center building at 18505 Portland Avenue:

Tom Mills, Manager of Service Planning and Development with Tri-Met, introduced himself. He said if they were to serve the new Civic Center with a bus it would require a route change to the

existing bus, routing the bus off Abernethy to Glen Echo. There are existing customers on Abernethy and this may be their only means of transportation so they would typically do some outreach to those customers if they were to agree to reroute the bus. He shared a map and statistics of the number of ons/offers and lift deployments in the area. City Hall is a likely destination for some folks and it's very possible that they would get more rides by routing the bus to the new Civic Center. He went over some of their issues with the change, including longer rides, possible damage to pavement by the bus along Glen Echo between Abernethy and Addie Road, and a lack of sidewalks. They are trying to make all of their bus stops ADA accessible so they are not looking to add more bus stops that are not. There was discussion regarding the option of a stop in front of the high school. This bus line (#34) would not run late enough to transport people attending public meetings in the evening. There was discussion regarding possible routes, ridership, and the possibility of a bus shelter.

4. Public Hearing: File Z0311-19-D – Design Review for conversion of an existing 1,699 sq. ft. residential structure to a mixed use building with one (1) apartment unit, two (2) office spaces and one (1) leasable commercial space. No additions to the existing structure are proposed, only internal and external remodeling and site improvements including landscaping:

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.

Commissioner Langston has not visited the site.

Commissioner Natalie Smith has visited the site.

Commissioner de AElfweald has visited the site.

Chair Rowlette has visited the site.

Commissioner Poole has visited the site.

Commissioner Patrick Smith has visited the site twice.

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

Ms. Ahrens went over the staff report. The proposed project would convert the existing duplex into a mixed use commercial and residential building. The applicant has explained that the owner is not yet sure what commercial/office tenants would occupy the available spaces in the building. The property is zoned community commercial and has historically been developed and used for commercial business operations starting in the 1980's. Since the 1990's the structure has been continuously used for residential purposes. Public noticing was sent out prior to this hearing – no formal comments were received. Special condition #2 is recommended to limit future building occupants to only those uses allowed outright in the C-2 zoning district. No additional parking is required by the change of use. The proposed building will retain a residential appearance and will incorporate congruent landscape designs. The landscaping will greatly exceed the 15% landscape coverage requirement. Special condition #3 is recommended to insure compliance with code section 17.46.020 pertaining to continuous landscape maintenance. Staff is recommending

approval of the proposed project with five standard conditions and ten special conditions of approval. Public Works has some additional requirements and the applicant is aware of those requirements and that they need to comply with those prior to building permit issuance. There was discussion regarding trip generation – the test was based on the highest potential use of the commercial spaces. There was discussion regarding the Downtown Revitalization Plan – they cannot use anything in the plan as a legal standard of review for this project. There was discussion regarding parking requirements.

APPLICANT TESTIMONY:

Darrell Mackay, owner, and Todd Iselin with Iselin Architects, said they are not proposing any changes to the structure. They feel there is adequate street parking to serve the occupants. There are two parking spaces alongside the building that will be used primarily for the tenant back there. Commissioner de AElfweald asked for clarification on down lighting.

PUBLIC TESTIMONY:

None.

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

DISCUSSION:

Commissioner Patrick Smith asked if they needed to do anything about requiring the ADA ramp/parking spaces to be paved. Ms. Dance said that usually that is reviewed by their Building Code Department – there is a special condition that requires them to comply with those standards.

Commissioner de AElfweald made a motion to approve File Z0311-19-D with the conditions and special conditions as outlined in the Planning Report. Motion was seconded by Commissioner Patrick Smith. Ms. Bannick took a roll call vote: Commissioner Langston – yes. Commissioner Natalie Smith – yes. Commissioner de AElfweald – yes. Commissioner Poole – yes. Commissioner Patrick Smith – yes. Chair Rowlette – yes. Motion passed unanimously.

Chair Rowlette informed the applicant about the waiting period for appeals.

BUSINESS FROM THE AUDIENCE:

None.

INFORMATION ONLY:

Ms. Bannick said regarding the bus stop and the issue along Glen Echo Avenue – part of that is within City limits and part of it is not. They would have to get clarification and she will follow up with Public Works.

Ms. Bannick went over the update on changes to Extension Compliance (time limits) in the Gladstone Municipal Code. Mr. Doughman advised that he is getting text amendments drafted and they will file with the DLCD and proceed from there to get the noticing out. The proposed changes are currently scheduled to be on the October 8th City Council meeting agenda.

BUSINESS FROM THE COMMISSION:

Commissioner Natalie Smith:

She attended some awesome training today and learned a lot. Ms. Bannick will follow up with Ms. Betz about the possibility of making the documents available to the public.

Chair Rowlette:

He said the training was one of the best ones he has been to. They appreciated the City spending \$199 for each person who attended. He feels that any new members of the Planning Commission should definitely attend the training. Councilor Mersereau agreed.

Commissioner Poole:

He said he started a Facebook page several months ago, "Gladstone Today" – he is putting events, notices, photos, etc. on it.

Commissioner de AElfweald:

He met with Robert downstairs and he helped him get the Outlook app set up and connected to the City email on his phone. He said if any of the other commissioners wanted help with it that Robert can help them.

Chair Rowlette:

He said there is a limit of four missed meetings per calendar year that an appointed person in the City of Gladstone can have. As far as he knows it doesn't matter what the reason is for missing a meeting. If you miss four meetings you are considered to be resigned. Ms. Bannick said that is correct.

ADJOURN:

Meeting adjourned at approximately 7:45 P.M.

Minutes approved by the Planning Commission this 15 day of OCT, 2019.



Randy Rowlette, Chair