

GLADSTONE PLANNING COMMISSION MEETING MINUTES of November 19, 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:

None

STAFF:

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

CONSENT AGENDA:

1. Approval of October 15, 2019 Meeting Minutes

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

BUSINESS FROM THE PUBLIC:

None.

REGULAR AGENDA:

2. Monthly Planning Reports – October 2019:

Ms. Fields presented the planning reports. There were 4 customer contacts at the counter, 68 phone calls/emails, 10 building permits with land use review, no pre-application conferences, and 3 administrative decisions (2 land use compatibility statements and 1 sign permit). Chair Rowlette asked why it says “building permit” for 165 E. Exeter for the tri-plex that was already built – Ms. Fields said they do that whenever they do a review. Commissioner Patrick Smith asked, in regard to new single-family residence in terms of building permits, if ADU’s require building permits – Ms. Fields said they do.

Commissioner de AElfweald made a motion to accept the October 2019 planning report. Motion was seconded by Commissioner Natalie Smith. Motion passed unanimously.

3. Public Hearing: File Z0425-19-D – Construction of a new 2,124 sq. ft. building on a vacant lot adjacent to an existing residence located at 420 W. Arlington. Property owners are utilizing space on the adjacent non-conforming residential lot for parking. 420 W. Arlington (Tax lots 2 2E 19DD #8200 & #8300) John Platz - applicant:

Chair Rowlette opened the public hearing and went over the procedures/rules for quasi-judicial land use 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 date/time 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. He went over the criteria used in making a decision. The Commission’s decision will be final unless appealed to the City Council.

He went over the appeal process.

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 visited the site. Commissioner Natalie Smith has visited the site. She said she renewed the insurance policy for the people who owned the estate last year. Commissioner de AElfweald has visited the site. He said they discussed one of the special conditions being out of date with staff before the meeting. Chair Rowlette has visited the site. Commissioner Poole has visited the site. Commissioner Patrick Smith has visited the site. He had a conversation with Commissioner de AElfweald regarding the length of the approval.

Chair Rowlette asked if any member of the public wished to challenge the jurisdiction of the Planning Commission to hear this matter. None did.

Chair Rowlette asked if any member of the public wished to challenge any Planning Commission member's ability to participate in this matter. None did.

Ms. Fields presented the staff report. She said the site is currently a vacant lot. It is zoned C-2, community commercial district. It is 0.12 acres in size and is currently used as a garden and landscaping. The property to the east is an existing non-conforming residential property (420 W. Arlington). There are no flood plain permits required but there is a 0.02% chance of being flooded on an annual basis. Notice was sent out – the only comments were received from Public Works and were incorporated into the special conditions that are in the staff report. Commissioner de AElfweald reiterated that they would like to receive a “no comment” from all the Department Heads so they verify that they have seen the applications. The plan from the applicant shows the installation of approximately 771 sq. ft. of landscaping, which equals 15% of the total 5,000 sq. ft. site. The proposed building has an assortment of building materials and design features, including the windows and height requirements that meet the Gladstone Municipal Code (GMC). The C-2 zoning does not have any setbacks from the side property boundary so the building is right on the property line. It does have setbacks for parking from adjacent properties. There is a trash enclosure at the rear of the building. There is a recorded shared parking agreement (deed restriction). The extra parking spaces are within the required distance of the primary entrance of the site. The sidewalk and driveway will have to meet the Gladstone Public Works requirements and ADA accessibility requirements. Ms. Fields went over the proposed landscaping plan. The property owners are going to be monitoring the maintenance of the landscaping.

The special conditions of the staff recommendation include lighting so that it complies with the dark skies while also illuminating the pedestrian access for the building. It requires the shared parking agreement between the two adjacent lots. The driveway will have to have ADA approved curb ramps to allow a wheelchair or other ADA mode to access it. They did not include the dimensions of the signs or plans for the signs with their design review application so a separate sign permit will have to be reviewed by staff prior to installation of any signs. A final landscaping plan will need to be submitted to staff and the ADA access, sanitary sewer, water/storm drainage, erosion control, construction plans and pre-construction conference were all reviewed by Public Works and edited/updated to meet their concerns as well.

If any significant changes are made it will null the Commission's decision.

Based on the Gladstone Municipal Code and the materials that were submitted staff recommends that the Commission approves the design review application.

Commissioner de AElfweald said because of the way traffic is on Arlington we want to make sure that the exit road has good visibility for people pulling out. Commissioner Natalie Smith asked if

a traffic study was done – Ms. Fields said there was not. Commissioner Patrick Smith said that a parking space in front of the building, adjacent to the ingress/egress ramp could cause traffic/visibility issues on Arlington. There was discussion regarding ADA accessibility/entrances/doors/grades. Special condition #1 will be modified to reflect Ordinance 14.98, the two-year approval instead of one. There was discussion regarding the number of parking spaces.

APPLICANT TESTIMONY:

Mr. Platz addressed the parking/visibility and the entrances. They will update the parking agreement to make sure the language is accurate. The business collects/freezes/stores animal semen but most of the business is done off-site and there will be a very low volume of clients visiting the business.

PUBLIC TESTIMONY:

None.

DISCUSSION:

Ms. Fields said Public Works had not recommended a traffic study.

Commissioner Poole thanked Commissioner de AElfweald for bringing up the need for all Department Heads to sign off on applications.

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

Commissioner de AElfweald asked Ms. Fields to clarify which changes they made to the special conditions so far. Ms. Fields said the parking sharing agreement shall be updated to reflect what is being proposed, including three spaces behind the existing non-conforming residence and two parking spaces on the street side to correct an error in the original application. Special condition #1 will be modified to show Ordinance 14.98, the approval shall remain valid for two-years. The signs will stay the same. The ADA access will confirm with Public Works whether there is any additional impediments needed or if there is space to accommodate them and the plan will be updated to reflect the door. There is no off-street parking in front of the building but the site visibility, while it is not a road, should be confirmed to meet City of Gladstone requirements.

Commissioner Patrick Smith made a motion to approve application Z0425-19-D with the changes mentioned. Motion was seconded by Commissioner de AElfweald. 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.

BUSINESS FROM THE PUBLIC:

None.

BUSINESS FROM THE COMMISSION:

Commissioner Poole:

He said there is a vacancy on the Planning Commission and they will accept applications through December 3rd – City Council will make a decision in December.

Commissioner Patrick Smith:

He said they have a responsibility to ask questions and make sure they have done their part. He said they should tell applicants that they are not here to be grilled/skewered – they are here to make sure everyone is in agreement.

ADJOURN:

Meeting adjourned at approximately 7:20 P.M.

Minutes approved by the Planning Commission this 31st day of January, 2020.



Chair