

GLADSTONE PLANNING COMMISSION MEETING MINUTES of March 16, 2021

Meeting was called to order at 6:30 P.M. (via Zoom)

ROLL CALL:

Chair Michael Milch, Commissioner Andriel Langston, Commissioner Natalie Smith, Commissioner Poole, Commissioner Patrick Smith

ABSENT:

None.

STAFF:

Tami Bannick, City Recorder; Joy Fields, Senior Planner; Tammy Stempel, Mayor/Council Liaison

1. OATH OF OFFICE:

New Commissioners, Andrew Labonte and Thomas Mersereau, were sworn in by Ms. Bannick.

2. ELECTION OF CHAIR AND VICE CHAIR:

Commissioner Patrick Smith nominated Michael Milch to continue as Chair. Nomination was seconded by Commissioner Labonte. Commissioner Natalie Smith nominated Les Poole for Chair. Nomination was seconded by Commissioner Mersereau.

Ms. Bannick took a roll call vote for Michael Milch: Commissioner Langston – yes. Commissioner Natalie Smith – no. Commissioner Labonte – yes. Commissioner Poole – no. Commissioner Mersereau – no. Commissioner Patrick Smith – yes. Chair Milch – yes.

Ms. Bannick took a roll call vote for Les Poole: Commissioner Langston – no. Commissioner Natalie Smith – yes. Commissioner Labonte – no. Commissioner Poole – yes. Commissioner Mersereau – yes. Commissioner Patrick Smith – no. Chair Milch – no.

Michael Milch was elected Chair.

Commissioner Natalie Smith nominated Andriel Langston for Vice Chair. Nomination was seconded by Commissioner Patrick Smith. Ms. Bannick took a roll call vote: Commissioner Langston – yes. Commissioner Natalie Smith – yes. Commissioner Labonte – yes. Commissioner Poole – yes. Commissioner Mersereau – yes. Commissioner Patrick Smith – yes. Chair Milch – yes. Commissioner Langston was unanimously elected as Vice Chair.

Chair Milch asked the members to introduce themselves and give some background information regarding what they do, their interest in the Planning Commission, etc. Mayor Stempel said that she is the liaison to the Planning Commission and that if they need her for anything to let her know, even though she may not be able to attend every meeting.

There was discussion regarding some upcoming training that will be done by John Morgan (via Zoom).

CONSENT AGENDA:

3. Approval of January 19, 2021 Meeting Minutes

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

REGULAR AGENDA:

4. Monthly Planning Reports – January and February 2021:

Ms. Fields introduced herself, gave some background information, and went over the planning reports. In January there was one customer service counter contact, 52 phone/email contacts, one building permit with land use review (Webster Ridge housing project – plans were modified to meet the design standards for the City of Gladstone), one pre-application conference (new building construction on commercially zoned property), and one administrative decision (property line adjustment between adjoining properties). They received the draft Housing Zoning & Code Project Community Engagement Strategy. The Housing Needs Analysis was approved by City Council, so it is now complete.

In February there were no customer service counter contacts, 74 phone/email contacts, 5 building permits with land use review (cell tower maintenance, roof replacement, an addition, a remodel, and deck replacements), one pre-application conference, and one administrative decision (a sign for the Fire Department). The February meeting was canceled.

Commissioner Langston made a motion to approve the January and February Planning Reports. Motion was seconded by Commissioner Natalie Smith. Motion passed unanimously.

5. DISCUSSION REGARDING THE RECENT ICE STORM:

Chair Milch thanked Commissioner Patrick Smith and his friend, Ralph Matile, and others who started a group last year called “Neighbors Helping Neighbors”. They wanted to help people who needed to address code enforcement issues such as an overgrown lawn, etc., and didn’t have the resources or physical ability to do the work themselves. This group helped a lot of citizens with debris removal and other issues related to the ice storm. Commissioner Patrick Smith said Ralph Matile and Dieter Sammis assisted a lot of people. It was mentioned that Councilor Alexander supplied his trailer for use of hauling away debris.

Chair Milch said they saw some of the impact that trees can have on a community. He said that former Chair Rowlette had a concern that the City of Gladstone doesn’t have a lot of regulations regarding removal of trees. Ms. Fields said there is no tree ordinance in Gladstone. Street trees are a requirement for applications that require design review and are not located along McLoughlin Boulevard. For residential properties there are no zoning requirements requiring trees and there is no application for approving/monitoring tree removal. If the land use approval specifically talks about trees, including street trees or specific trees in the 20% landscaping requirement, then any of those trees would have to be replaced if they come down. Chair Milch feels it’s important for them to be aware of the limitations of their regulations and where they may have to look at things in the future.

He said as people found themselves without electricity, they began to appreciate what they had in terms of amenities in their homes (gas water heaters, gas or wood-burning fireplaces, etc.). He asked what kinds of those things require permits to add to a home. Ms. Fields said it is her understanding that there should be an electrical permit for installing a new stove. Commissioner Poole said if someone is building/converting to an ADU plumbing and mechanical permits are a requirement.

Commissioner Patrick Smith said a friend of his said that he was pretty sure that PGE would be stepping up their budget for tree maintenance in the wake of the storm. He asked about regulations involving citizens with their own trees and keeping them so they don’t put the City in harm’s way. He feels it should be a topic of discussion. Mayor Stempel said they have been having

conversations about it and the tricky part is whether it's in the right-of-way or not. They don't want the homeowners to take care of tree issues that are in power lines or in the right-of-way – it's better if the City or PGE takes care of it. The City is encouraging citizens to participate in the debrief meeting. Chair Milch said the City opening up Meldrum Bar Park for disposal of debris was one of the best things they could have done – not to mention all the things that private individuals did to help make sure that people had food, etc.

Commissioner Natalie Smith encouraged people that have large trees (over 100 feet tall) to have an arborist come, examine them, and determine if they're healthy. If they are not, they need to be pruned or cut down.

There was further discussion regarding the procedures that are followed in Oregon City pertaining to tree pruning/removal, etc.

6. LEGISLATIVE VS QUASI-JUDICIAL PUBLIC HEARINGS:

Chair Milch said that the excerpt from Department of Land Conservation and Development (DLCD), "An Introductory Guide to Land Use Planning for Small Cities and Counties in Oregon" is informative reading, especially for new Commissioners. He said the public is involved in both types of hearings. He went over some of the differences between the two types of hearings.

7. DISCUSSION OF PLANNING COMMISSION 2021 WORK PLAN ITEM – ACCESSORY DWELLING UNITS (ADU'S) – REVIEW OF OREGON DEPARTMENT OF LAND CONSERVATION & DEVELOPMENT ADU REQUIREMENTS; 2018 BUILD SMALL COALITION ADU ZONING CODE AUDIT REPORT AND ADU CODES OF NEARBY JURISDICTIONS:

Ms. Fields said it is her understanding that the City currently allows for one ADU per single-family residence. She thought HB-2001 may change that, however, looking at the rules and model code for HB-2001 it appears that cities still have to allow at least one ADU per single-family residence, but they have the ability to limit it to two dwellings per lot of record. It appears that Gladstone doesn't have to allow more than two homes on a lot, so if you have a duplex it doesn't appear that you have to allow an ADU, however, if the goal is to increase the amount of housing available and economic opportunities for the residents and homeowners of Gladstone, you have the option of allowing one detached ADU no matter how many dwelling units there are in the primary structure. Currently Gladstone has limitations on where duplexes are allowed outright (if they're on a minor arterial road). With HB-2001 a duplex would be allowed on all of the residentially zoned properties, even if the road is not a minor arterial. She went over the difference between an ADU and a duplex. She went over the reasons why Gladstone is considered a large city for all of HB-2001 requirements. There was discussion regarding garages/off-street parking requirements related to duplexes/ADU's.

Chair Milch recommended that the Commissioners read the information contained in their packets. City Council will need to decide if Service Development Charges (SDC's) should apply in the same way to ADU's as they do to other home situations.

Chair Milch asked Commissioner Labonte to go over the essential elements of transportation safety – the three E's. They are: education, enforcement, and engineering. Commissioner Labonte said whenever they look at any changes/issues with transportation that's how the Traffic Safety Board addresses it.

Chair Milch recommended a book for the Commissioners to read: "The Affordable City". The author talks about three S's: supply, stability, and subsidy.

There was discussion regarding the parking requirements at the new low-income housing development on Webster Road.

BUSINESS FROM THE PUBLIC:

None.

BUSINESS FROM THE COMMISSION:

Chair Milch:

He said the City is putting out RFPs for people that can help them draft new code to meet some of the new housing requirements and to update other shortcomings that may exist in the Municipal Code related to development. He and the Mayor will be serving on that selection committee, and Ms. Betz is asking for one more member of the Planning Commission and one more City Councilor participate. He asked for volunteers. Commissioners Poole and Langston volunteered. Chair Milch will submit both names.

Commissioner Pat Smith:

He said that the Public Works Department did an outstanding job during the ice storm – they were everywhere doing everything and should get a pat on the back.

Commissioner Mersereau:

He agreed that Public Works did a super job in assisting people.

Commissioner Poole:

He said that transportation and parking and how we accommodate different modes is a big issue. He said he is looking forward to being able to meet in the new civic center.

Commissioner Labonte:

He asked if they were contemplating mixed use residential/commercial on McLoughlin Boulevard. Chair Milch said there is a community plan going on to look at the McLoughlin corridor far to the north, near the Max station. He said they haven't focused on that area as much as Portland Avenue. Commissioner Labonte said he was also impressed with Public Works.

Mayor Stempel:

She said hopefully they will all be in the civic center soon – they are talking about opening it up this summer. She thanked the Commission in advance for all of the hard work that's coming because they will have a full plate with all the zoning changes, codes, ordinances, etc.

ADJOURN:

Commissioner Patrick Smith made a motion to adjourn the meeting. Motion was seconded by Commissioner Natalie Smith. Motion passed unanimously.

Meeting adjourned at approximately 8:14 P.M.

Minutes approved by the Planning Commission this 20th day of April, 2021.



Michael Milch, Chair