

## GLADSTONE PLANNING COMMISSION MEETING MINUTES OF AUGUST 15, 2023

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

### **ROLL CALL:**

Chair Natalie Smith, Commissioner Jennifer Volbeda, Commissioner Jacob Wease, Commissioner Andriel Langston, Commissioner Pat Smith, Commissioner Thomas Mersereau

### **ABSENT:**

Commissioner Andrew Labonte

### **STAFF:**

Tami Bannick, City Recorder; Heather Austin, Senior Planner; David Doughman, City Attorney

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### **CONSENT AGENDA:**

#### **1. APPROVAL OF JUNE 20, 2023 MEETING MINUTES:**

*Commissioner Mersereau made a motion to approve the Consent Agenda. Motion was seconded by Commissioner Langston. Ms. Bannick took a roll call vote: Commissioner Mersereau – yes. Commissioner Pat Smith – yes. Commissioner Langston – yes. Commissioner Wease – yes. Commissioner Volbeda – yes. Chair Smith – yes. Motion passed with a unanimous vote.*

### **REGULAR AGENDA:**

#### **2. MONTHLY PLANNING REPORTS – JUNE & JULY 2023:**

Ms. Austin said the reports are included in the packet.

Chair Smith said she had a discussion with Ms. Betz regarding the recent changes to the Municipal Code and figuring out a way that everyone can be on the same page or be more educated, so they are fully aware of what's going on (referring to the "tree house" situation). Ms. Austin said they have the building permit section – she could add some narrative to each of those to explain the situation. Everyone agreed that was a good idea.

Commissioner Volbeda asked about why the Gladstone Library went back for re-review – Ms. Austin said there was nothing that she triggered for needing to review.

#### **3. PUBLIC HEARING: TXT-23-02 – GLADSTONE MUNICIPAL CODE AMENDMENTS FOR PROPOSED NEW CHAPTER 17.81 - ANNEXATION:**

Chair Smith opened the public hearing at 6:36 P.M.

Chair Smith went over the order/procedures they will be following. She said this is an item in which they will be receiving public testimony. Any interested person may present testimony concerning the proposed amendments. The public hearing is your opportunity to comment before the City makes a decision. She went over the procedures for testifying.

She asked if there were any abstentions from the Commissioners – there were none. She asked if there were any conflicts of interest – there were none.

Ms. Austin went over the staff report/slides.

The Planning Commission is considering the addition of a new chapter to the Gladstone Municipal Code (GMC), Chapter 17.81. They will be doing a text amendment to the Comprehensive Plan to be able to add this to the Development Code section of the GMC, which requires a recommendation of the Planning Commission to the City Council, who make the ultimate decision. This went before the City Council and they have had a chance to discuss it and direct staff to prepare these amendments to the code so they can address issues that have occurred with properties adjacent to the City and services and how the City can implement an annexation policy to make sure that it is growing appropriately and making sure that the services are available. Currently there is no language in the Development Code or GMC related to annexations, so they don't have a process in place for someone to request an annexation petition to the City. The staff report includes findings related to the proposed text amendments and they show compliance with the Oregon statewide planning goals that are applicable, the GMC, Metro's Functional Plan, and the Transportation Planning Rule. The report has been submitted to the LCD.

Staff is recommending that the Planning Commission recommend approval of the approved text amendments to the City Council and they will hold a public hearing on this matter on September 12<sup>th</sup>, 2023.

Commissioner Pat Smith asked how small a piece can be annexed to a City – the answer was a single lot. He asked (page 3-2) how staff sees an officially recognized committee for public involvement being structured. She said in a lot of cities the Planning Commission does tend to be the public involvement body where public hearings are held, so the City is already in compliance with the State laws regarding public involvement.

There has been no correspondence received pertaining to this matter.

**PUBLIC TESTIMONY:**

None.

*Commissioner Pat Smith made a motion to close the public hearing. Motion was seconded by Commissioner Langston. Ms. Bannick took a roll call vote: Commissioner Mersereau – yes. Commissioner Pat Smith – yes. Commissioner Langston – yes. Commissioner Wease – yes. Commissioner Volbeda – yes. Chair Smith – yes. Motion passed with a unanimous vote.*

Chair Smith closed the public hearing at 6:44 P.M.

**Discussion:**

None.

*Commissioner Langston made a motion to approve TXT-23-02, New Gladstone Municipal Code Chapter 17.81, Annexation Code Amendments and recommend approval to the City Council. Motion was seconded by Commissioner Mersereau. Ms. Bannick took a roll call vote: Commissioner Volbeda – yes. Commissioner Wease – yes. Commissioner Langston – yes. Commissioner Pat Smith – yes. Commissioner Mersereau – yes. Chair Smith – yes. Motion passed with a unanimous vote.*

**BUSINESS FROM THE PUBLIC:**

None.

**BUSINESS FROM THE PLANNING COMMISSION:**

**Commissioner Wease:**

He said at the last meeting Commissioner Pat Smith had brought up the inclusion of renters in the nearby establishments in the radius. He asked if they could propose potentially including renters in the code as a party to notify of upcoming changes (17.94.020). Mr. Doughman said legally it would be fine. He said it would be very difficult to determine who is renting/who isn't. He said the standard is generally looking at the latest County tax rolls, so that's how notices will typically work for communities. If they add this he would suggest having it tied to the address of the property itself (the residents of such property). Everyone agreed with the idea. Ms. Austen said the City charges a fee for someone applying that they pay for the notices – they just increased it slightly in July, so they may need to increase the fee if it's taking more time to compare postal addresses and make sure they aren't duplicating with ownership addresses, etc. She would like to discuss this with Ms. Betz and Ms. Bannick.

**Commissioner Mersereau:**

He thanked the staff for the work they do.

**Commissioner Pat Smith:**

He said the Mayor recently decided to disclose his personal financial interests, and the rest of the Council followed suit. He feels it was a good idea. He will do the same at the next meeting. He feels it's a good thing as far as transparency. Everyone else agreed to participate. There was discussion regarding the format to follow.

**ADJOURN:**

*Commissioner Langston made a motion to adjourn the meeting. Motion was seconded by Commissioner Pat Smith. Ms. Bannick took a roll call vote: Commissioner Volbeda – yes. Commissioner Wease – yes. Commissioner Langston – yes. Commissioner Pat Smith – yes. Commissioner Mersereau – yes. Chair Smith – yes. Motion passed with a unanimous vote.*

Meeting was adjourned at approximately 6:54 P.M.

Minutes approved by the Planning Commission this 17 day of October, 2023.

  
Natalie Smith, Chair

