THE CITY OF TROUTDALE OREGON EST. 1907

PLANNING COMMISSION

Meeting Minutes

June 12, 2024 | Regular Meeting

Troutdale Police Community Center – Kellogg Room
234 SW Kendall Ct, Troutdale, OR 97060

1. Call to Order, Roll Call, & Pledge of Allegiance
   Chair Staffenson called the meeting to order at 7:00 p.m.

   Commissioners Present: Chair Tanney Staffenson, Vice Chair Shirley Prickett, Rich Allen, Zach Andrews, Kevin Minkoff, and Paul Wilcox.

   Commissioners Absent: John Leamy (excused)

   City Staff Present: Erika Palmer, Community Development Director; Nik Ramstad, Assistant Planning; KrisAnn Washington, Planning Administrative Assistant.

2. Public Comment on Non-Agenda Items
   None

3. Review and Approval of May Minutes
   a. May 8, 2024, Regular Meeting
   Commissioner Wilcox submitted scrivener errors to the May 8, 2024, meeting minutes. No substantive changes.

   Motion: Vice Chair Prickett moved to adopt the May 8, 2024, meeting minutes. Commissioner Minkoff seconded. Motion Passed 6:0 (Commissioner Leamy, absent)

4. Public Hearings
   Chair Staffenson read a description of the public hearing process.
   a. Case File LU-0009-2024 – CUP- Diplomat Motors

Opening of Hearing

Chair Staffenson opened the hearing for case file LU-0009-2024 -CUP—Diplomat Motors, a Type III Conditional Use land use application.

Staff Report

Mr. Ramstad presented the staff report, findings of fact, and staff recommendation. For staff details, refer to the presentation and staff report.

Staff recommended approval of the application with three conditions from the planning department and two conditions from public works. Mr. Ramstad stated that the applicant must meet design and location requirements for short—and long-term bicycle parking. Also, if there are existing sidewalk defects along the site's frontages, the applicant will be required to come into compliance.

Staff proceeded to take questions from the Planning Commission.

Commissioner Minkoff asked if there are any safety requirements as the building ages. Mr. Ramstad stated that they would be permitted to use the building.
Chair Staffenson followed up, asking if the building would be inspected prior to receiving occupancy. Ms. Palmer stated that any tenant improvements would need a building permit and that the building department would look at all fire, life, and safety building code requirements at that time.

Commissioner Wilcox asked what the unmet conditions in section 6.320.D of the findings of fact were. Mr. Ramstad stated that the applicant must meet all bike parking requirements. Commissioner Wilcox stated that the minimum number of parking spaces is 16, but they have 28 parking spaces onsite. Does this mean that they only have 12 for the sale of vehicles? Mr. Ramstad clarified that this section is not for their inventory of vehicles for sale. It is for customers. Mr. Wilcox indicated that there are two access driveways on Sundial. Staff agreed.

Commissioner Allen stated that Public Works comments seem open-ended. Mr. Ramstad stated that usually after an application is approved, the applicant is contacted about Public Works comments. Commissioner Minkoff asked about the process of identifying public sidewalk defects or required ADA improvements. Chair Staffenson stated that Public Works makes those determinations.

Chair Staffenson stated that he reviewed the RV decision of 2018, and the 1996 decision, and confirms that the bike parking must be for employees.

Applicant Testimony

Joseph Trachuk—601 NE Provance Court, Camas, WA. Mr. Trachuk wants to make a positive impact on Troutdale.

Commissioner Minkoff asked the applicant if he had businesses in other locations.
Mr. Trachuk stated that Diplomat Motors is currently located across from the Troutdale airport, and moving to this site will allow for business expansion.
Commissioner Wilcox asked if there would be a repair shop in the building.
Mr. Trachuk stated there would be a shop, but only for the mechanical side.

Public Testimony
Proponents:
Alan Webb, 15511 SE Evergreen HWY, Vancouver, WA. Mr. Webb stated that he owns the property and that the existing building was constructed in 1996 and was a Saturn dealership. We were the first in the neighborhood, and the Troutdale mayor came to our opening. The existing building is set up for a dealership. A vacant commercial property is a magnet for homeless folks. We had to hire security to keep people off the property. Having a tenant in there would be good for the community. It is a great building, and Mr. Trachuk will take care of it, too. There will be no auto body work except "light" stuff like sanding and oil changes. Chair Staffenson asked about the landscaping along the frontage and if it will be maintained. Mr. Webb stated that they have contracted with a landscaping service once a week, and that area is watered. He stated that Mr. Trachuk may decide to install new flowers/plants.

Opponents
There were no opponents who testified.

Neutral Parties
There were no neutral parties who testified.

Applicant Clarification / Rebuttal
There were no clarifications/rebuttals.

Closure of Hearing
Vice Chair Prickett motioned to close the public hearing. Commissioner Andrews seconded. Motion passed. 6:0

Motion
Motion: Vice Chair Prickett motioned to approve the conditions of approval for Land Use Case File LU 009-2024 Diplomat Motors, as submitted, seconded by Commissioner Andrews.

Chair Staffenson asked for a discussion on the motion. Chair Wilcox asked for clarification on the bicycle parking. Was the applicant required to install one covered and one uncovered bicycle space? Mr. Ramstad stated that the applicant would be required to install one uncovered bicycle parking space, such as a traditional bike rack

outside, and one covered bicycle space, which could be inside or outside with a cover. There was no additional discussion. Motion approved 6:0.

Motion: Vice Chair Prickett motioned to approve the findings of fact and final order for Land Use Case File LU 009-2024 Diplomat Motors, as submitted, seconded by Commissioner Allen.

Chair Staffenson asked for a discussion on the motion. Commissioner Allen stated that the use fits the property, and having a business at this location instead of a vacant site is positive for the community. There was no additional discussion. The motion was approved 6:0.

5. Discussion Items
   a. Climate Friendly Equitable Communities Update

Ms. Palmer shared a short presentation with PC. She reviewed the three policy options to choose from.

Commissioner Minkoff asked if the employer supplies free parking, would they need to pay all employees? MS. Palmer stated that an employer would only pay an employee who doesn't utilize a parking space on a daily basis.

Ms. Palmer stated that under the Fair Pricing Approach, the city could utilize the option to tax a commercial parking lot. Troutdale does not currently have a commercial parking lot. The Department of Land Use Conservation and Development (DLCD) has stated that developing a program would satisfy this section under the Fair Pricing Approach, Option 2.

Commissioner Minkoff asked what is the difference between option 1 and option 3? Chair Staffenson responded to the question. Option 1 would repeal all minimum parking requirements, while Option 3 would repeal "some" parking minimum requirements. However, if Option 3 is implemented, the city would also need to develop a program to unbundle parking.

Ms. Palmer shared a map of vacant lots but warned that the map is not current because the data is not up to date. There are not many vacant parcels south of Halsey. There is a parcel north of the Shell station along 257th. Most of the vacant parcels are north of the Halsey corridor and within the Troutdale Reynolds Industrial Park (TRIP), except the Confluence site.

Commissioner Andrews asked if the URA site falls under the no parking mandates area. Ms. Palmer stated that the city can't mandate parking within a half-mile walk or "As the Crow Flies" from a frequent transit bus route. Troutdale only has one such route, which is line 77.

Commissioner Minkoff stated that the conclusion of this discussion is that parking minimums will be eliminated because the State mandates it.

Ms. Palmer stated that the state is regulating parking minimums. The question we should focus on is what regulations Troutdale can choose from that will have the least impact on residents.

Ms. Palmer stated that a business questionnaire was sent to employers with 50 or more employees in May. Troutdale has seventeen employers that meet this threshold. One employer no longer exists in Troutdale, which has brought the number of employers down to 16. Out of 16 employers, the city has heard back from four as of this date. Out of those four who responded, only one business indicated that they had 1 employee who rode transit daily. Ms. Palmer stated that she would keep working to get data from employers about their employees' use of alternative transportation modes.

Commission Minkoff had questions about unbundled parking. Who pays for parking, and how much can a property owner charge its tenants for parking spots?

Ms. Palmer stated that an unbundling approach to parking would mean tenants pay for parking, and according to Oregon Administrative Rule (OAR), it is $50 per space per month.

Commissioner Minkoff asked what the tax rate on a commercial parking lot would be if it went to the state. The minimum is 10%, which would go into a city fund for alternative transportation projects.

Commissioner Wilcox stated that Troutdale qualifies for option No. 4 whether we have commercial lots or not.

Ms. Palmer agreed with that statement. The city needs to create a program now for the future use of a commercial parking lot. This program will allow the city to meet the requirements.

Chair Staffenson stated that Option 2, numbers 3 and 4, would be the least damaging option for Troutdale residents.

Ms. Palmer stated that if the Planning Commission would like to pursue this option, it would be good to update the City Council in a work session and then proceed to update the development code. The deadline to adopt the code changes is June 30th, 2025.

Commissioner Minkoff stated that the Community Advisory Committee needs to get this information out to the community.

Chair Staffenson stated that if there is no parking at the Confluence, that will be a regional problem.

Ms. Palmer clarified and stated that any development in the Confluence site would have the option to put in parking. To have a successful site, parking will be needed.

Ms. Palmer then confirmed that the Planning Commission recommends Option 2—Fair Policies as the better option out of the three. The commission supports the flexible commute benefits and the tax on parking lot revenue.

Chair Staffenson stated that a work session after the first of the year with the new City Council would be appropriate so there wouldn't be a need to go through this information twice.

6. Staff Communications

Ms. Palmer shared that last Friday was First Friday. It was the second-highest June First Friday event since 2021. Troutdale Art Festival had substantial numbers, too. Ms. Palmer shared the feedback on a survey administered at the First Friday Community Development booth. Visitors came from around the region and the Netherlands, too. Sandy River Front Trail went out to bid this week and will close on July 11, 2024. One new pre-application conference is scheduled for a new development opportunity in Old Town. It may or may not turn into a development application. Away Days Brewing is working on the old City Hall Building. Home Forward will break ground in a couple of weeks. The Home Forward building will have roughly eighty-six residential units and access to the public street.

7. Commissioner Comments

Commission Allen – no comments.
Commission Andrews – no comments.
Vice Chair Pricket – no comments.
Commissioner Wilcox commented that if staff is still taking comments on Use Tables, notice that fuel stations are permitted in the general commercial zone, which can affect residential development. The code would allow for the Safeway fueling station to occur again. A Conditional Use Permit for Fueling Stations in the General Commercial zone may be more appropriate. He also questioned the permitted outright agriculture and animal-based uses within that zone.
Commissioner Minkoff – no comments
Chair Staffenson stated that the next big project is working on CFEC and the other code changes, but Use Tables needs to get moving as soon as possible. It will be on the agenda in July.

8. Adjournment

Motion: Vice Chair Prickett moved to adjourn the meeting, and Commissioner Minkoff seconded. Motion passed. 6:0