



## Meeting Minutes

May 8, 2024 | Regular Meeting

Troutdale Police Community Center – Kellogg Room

234 SE Kendall Ct, Troutdale, OR 97060



Held Virtually via Zoom

### 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; John Leamy; Paul Wilcox

Commissioners Absent: Kevin Minkoff (excused)

Staff Present: Erika Palmer, Community Development Director; and Dakota Meyer, Associate Planner

### 2. Public Comment on Non-Agenda Items

None

### 3. Review and Approval of Minutes

Tabled till meeting in June.

### 4. Discussion

#### a. Review of TDC Use Tables in Chapter 3 Zoning Districts

Chair Staffenson asked the Commissioners where to start. The Commission had tabled this discussion in February.

Chair Staffenson started with the definition of a site design review committee. Mr. Meyer, Associate Planner, stated that this definition needed additional clarity and that the commission could add to it. The definition seemed vague, and what a site design committee is—is it chaired just by the director, or do these reviews go to the Planning Commission? Mr. Meyer searched where the TDC speaks to a Site Design Review Committee. The site Design Review Committees are staff through Type II reviews and the Planning Commission through Type III reviews; even TCAB can be a site design review committee. Director Palmer suggested adding the types of reviews to the first table, Decision-Making Procedures, in

Chapter 2, Procedures. This would help clarify the review process for application types. There was consensus from the Commission that this change seemed appropriate. Mr. Meyer stated that any commission members who had changes to the definition of the Design Review Committee should send those comments to him.

Chair Staffenson asked the Commission about creating a definition for 'gym.' Ms. Palmer read the active recreation facility definition with the code and asked the Commission if 'indoor gym facilities' would fit into this definition. Chair Staffenson stated that this definition seems to speak to park-like facilities and doesn't capture the smaller indoor types of uses like yoga and pilates. Commissioner Wilcox stated that he would like a more inclusive definition for a gym definition, as pickleball and jiu-jitsu should have been permitted outright. Commissioner Allen stated how we measure the gym facility's primary purpose and impact. Chair Staffenson agreed with Commissioner Wilcox. Director Palmer said that the commission may want to remove indoor recreation facilities from the current definition. Commissioner Andrews explained why pickleball and jiu-jitsu went through a conditional use process and were not outright permitted. Commissioner Leamy stated that pickleball fell under the definition of active recreation uses. Ms. Palmer stated that the commission could consider leaving the definition of active recreation facility and create two categories for this type of use within the use table based on square footage. A large active recreation facility will have more impact than a smaller type of professional recreation studio, such as yoga, pilates, etc. Mr. Meyer stated that other parts of the code use a similar type of size threshold for reviews of the same use. In the Commercial Use Table, General Retail and Offices uses are split into different reviews based on square footage. Chair Staffenson asked about the square footage of the gyms in the corporate center. Staff agreed that they would need to research and gather averages of facility types – from smaller studios to larger facilities such as LA Fitness, etc. Staff stated that a 'gym' could be either small or large and provided an example of Snap Fitness v. Muv Fitness. A split in the use table based on square footage would allow smaller gyms to be permitted outright and a larger gym to be permitted through a conditional use process. Ms. Palmer stated that staff will develop some options for "active recreation facilities" in the use table for the commission to review based on the conversation.

Chair Staffenson brought up electric vehicle (EV) charging stations and asked Commissioner Andrews if there was interest or if the city should consider new definitions based on their level of the draw. There was discussion on the different levels of charging stations. The new EV charging station downtown is a level 2 charging versus the quick charging stations which is a level 3. There is differentiated EV charging in the city already. Chair Staffenson called on audience member Adrian Koester, who explained electric vehicle charging levels. Commissioner Andrews said maybe we don't need to differentiate between different charges and allow the property owner/developer to decide on what type they install. The EV charging stations would be part of the parking lot. Commissioner Andrews asked about the large battery storage facility that is being constructed in the industrial area and if this use was permitted as a utility. Staff agreed that the site was permitted under the classification of being a "utility." Commissioner Andrews and Chair Staffenson agreed that this type of use may or may not need to be in the development code at this time. Mr. Meyer stated that these EV charging stations are reviewed by public works and other agency partners before they are constructed to ensure they are installed appropriately.

Chair Staffenson brought up the question, what is an ATM? Is it a finance institution or a kiosk based on the Use Table? Mr. Meyer stated that the discussion was highlighted yellow in the spreadsheet because the last discussion got into the weeds, and he didn't remember where the commission stood. Ms. Palmer stated that a single bank ATM drive- thru is more like a kiosk. She also asked why there are two separate use categories for financial institutions (those with a drive-thru and those without a drive-thru) for the CC and GC zones, but both categories are permitted outright in each zone. Since banks with drive-thru and without are permitted outright in both zones, there should be only one-use category for financial institutions. Vice Chair Pricket explained that at one time there was conversation about not allowing bank drive-thrus in the Town Center area. Ms. Palmer stated that would make sense in that area. Ms. Palmer stated that the staff would go back and look at the Town Center Plan, but the staff had direction on this topic.

Commissioner Andrews asked to bring up EV charging stations again and had questions about Industrial Park (IP) zoning. Ms. Palmer clarified where the IP zoning designation is located within Troutdale. There is only one parcel in Troutdale IP just to the east of Mt. Hood College on Troutdale Rd. Light Industrial and General Industrial zoning is located north of I-84.

Chair Staffenson brought up adult entertainment businesses. Ms. Palmer explained that you can't ban these types of businesses, but you can regulate them through time, place, and manner standards. Ms. Palmer shared her screen and stated that adult entertainment businesses could be conditional use within the General Commercial zone. In addition, they can be regulated within that zone - not within 250 ft. of residential zoned property, 1000 ft. of public parks, schools, daycares, etc., and these types of businesses need to be more than 1,000 ft. away from another business of the same type. Ms. Palmer showed a GIS analysis of what this would look like. The GC-zoned properties north of the railroad line, west of 257th along ODOT's frontage road, could request a conditional use permit for this type of use. Commissioner Andrews asked what the total length of the properties in that area. Mr. Meyer stated it was over 3,000 feet long (west/east). Chair Staffenson asked if there were any questions about the proposed draft language. There were none.

## 6. Staff Comments

Ms. Palmer briefed the commission on the business moving into the General Store downtown. Stating that the new owners provide popcorn for fundraisers, will be cooking and packaging popcorn for fundraiser events, and will sell popcorn and, most likely, other items.

Ms. Palmer stated that there will be a Community Walk on Wednesday, May 22<sup>nd</sup>, starting at 5:30 at Mayor's Square. The walk will be about a mile to a mile and a half, and the community will learn some Troutdale history along the route.

Ms. Palmer stated that Troutdale has received a \$60K grant from the Oregon State Fire Marshal to reduce wildfire risk. The city will be hosting a neighborhood social on June 18<sup>th</sup> at Sandee Palisades Park, and starting on June 20<sup>th</sup> - 23, there will be a free yard waste debris event for neighbors to help make defensible spaces in yards to help prevent wildfires. Next year the city will hold an event in Strawberry

Meadows, then the following the Beaver Creek neighborhoods—more information in the Champion and online.

Ms. Palmer shared information on the upcoming First Friday event. The CD Department will have a table and the Citizens Advisory Committee will be seeking input from the community.

Mr. Meyer stated that he would be out of the office between June 5 and 24th, but he received an application for a conditional use permit for a commercial car lot on Stark Street. The site previously had RV sales, but the site has been vacant for more than 12 months, and because of that, it must go through the conditional use process. Director Palmer or Associate Planner Nik Ramstad will provide the staff report for the June 12, 2024, hearing.

### **7. Commissioner Comments**

Chair Staffenson stated that committee interviews were taking place later this month, and since he reapplied, Commissioner Pickett would be on the panel.

Commissioner Wilcox has a question about fees. Is the variance fee the same as a conditional use permit? Mr. Meyer stated yes, and both are \$800.

Commissioner Prickett thanked the City's code enforcement officer for cleaning up abandoned vehicles; it is important for people to get out and vote!

Chair Staffenson called on audience member Adrian Koester. He stated that OLCC is not permitting any additional marijuana retail licenses currently because the state is awash in marijuana. The vote in November may be moot because of that. As changes to definitions and uses coalesce, it may be useful for the Citizens Advisory Committee (CAC) to comment and to get community engagement early on issues before any hearing.

Chair Staffenson thanked everyone for their time.

### **8. Adjournment**

Commissioner Prickett moved to adjourn, and Commissioner Allen seconded the motion. The vote was unanimous, and the meeting was adjourned at 8:42 p.m.