



PLANNING COMMISSION

Meeting Minutes

March 11, 2026 | Regular Meeting

Troutdale Community Center – Kellogg Room 234 SE
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: Sandy Glantz, Kevin Minkoff, Adrian Koester, Vice Chair Shirley Prickett, Paul Wilcox, Chair Tanney Staffenson, Rich Allen

Commissioners Absent:

City Staff Present: Erika Palmer, *Community Development Director*
Dakota Meyer, *Associate Planner*

Others in Attendance: None

2. Public Comment on Non-Agenda Items - None

3. Previous Meeting Minutes Approval

- a) February 11, 2026
- b) Wilcox highlighted a misspelled name, added “exterior” to Koester’s LED comment, and added the specific changes that Prickett made a motion on.
- c) Prickett made a motion to accept Feb 11, 2026, minutes as amended, and Minkoff seconded the motion. The vote was unanimous.

4. Public Hearings

Mr. Staffenson read a description of the public hearing process.

a. LU-0002-2026 – CUP – Yuri’s Childcare Facility Type III Procedure

Opening of Hearing

Mr. Staffenson opened the hearing for case file LU-0002-2026, which is a Type III Quasi-Judicial Procedure.

Commissioner Wilcox declared an ex parte communication. Wilcox brought forth 3 different concerns. See attached. PC determined that it was not an issue since Wilcox stated they will have no bias in their decision.

Staff Report

Dakota Meyer, Associate Planner, presented the Staff Report for LU-0002-2026, which included site background information, current High-Density Residential (HDR) zoning, a proposed site plan, and parking and landscaping designs. Staff highlighted the need for a conditional use permit for this application via the TDC use table. Staff recommend approval, provided all conditions are met by the Planning Dept, Public Works Dept, Gresham Fire Dept, and Multnomah County Transportation ROW. Staff explained that this is a unique piece of property due to zoning rules, lot size, and shape. No public comments were submitted for this project.

Public Testimony

Proponents: None

Opponents: None

Neutral Parties: None

Applicant Clarification / Rebuttal

Applicant/Owner Yuridia Melendez and Designer Alejandra Monroy answered questions from PC regarding vehicle pickup and drop-off wait lines, air conditioning in the facility, the number and age range of the children being served, and the site being served by septic facilities.

Deliberation/Closure of Hearing

Vice Chair Prickett moved to close the public hearing, and Allen seconded the motion. The motion passed unanimously, and the hearing was closed. Glantz asked what if there are vehicle backups onto 257th during peak times? Director Palmer responded that the county would most likely ask the applicant to provide an access management plan. Also, on Page 12 of 28 in the packet, under Criteria B of the Findings of Fact and Final Order, the square footage in the first sentence needs to be corrected, and "including the enclosed addition" should be struck out. Chair Staffenson expressed that more traffic information is needed because it "could potentially create a negative situation." A memorandum from Multnomah County Transportation states that after land use approvals and prior to building permit, certificate of occupancy, and/or construction, obtain a ROW-General permit for the required upgrades to the sidewalk and the existing driveway ramp to meet ADA standards.

Commissioner Wilcox asked if the applicant would need to upgrade the septic system prior to final occupancy. Director Palmer stated that they will need to apply to the County Sewer Authority, which reviews all septic sewer applications, and the county will decide. The applicant will need to meet DEQ standards.

Voting

*Vice Chair Prickett moved to approve case number **LU-0002-2026 – CUP – Yuri’s Childcare Facility** with conditions as written. Allen seconded the motion. The vote was unanimous, 7:0 to approve. Koester moved to approve the Finding of Fact and Final Order with the change of square footage to item B and to remove text on the proposed addition. Vice Chair Prickett seconded it. The vote was unanimous, 7:0 to approve.*

- a) LU-0007-2026 - Design Standard – Main Streets on Halsey Project – Staff shared the minor changes to the code amendment (4.740 A; Height Bonusses and Incentives) since the last PC work session which also included additional graphics demonstrating what 50' looks like relative to other buildings. The Planning Dept. can't prevent applicants from applying for what they want, but it can work with applicants to understand the implications of their plans. Development codes shouldn't have loopholes that circumvent the intent of the code. The new overlay area is where this code applies is within the mixed-use 1 and 2 zoning districts (MU1 and MU2) areas west of 257th. New language in code is more specific, capping it at **4 stories with a maximum height of 50 feet to allow for varied rooflines**. PC also engaged in discussions around murals, public art installations, landscaping, and loading zones related to the code amendment standard. Public outreach included a First Friday event, CAC input, city website, and mailers to property owners to attract more engagement and feedback. Glantz suggested applicants could contribute to an arts fund, and then the Town Center Advisory Board (TCAB) decides what the art item could be. Staff will investigate how to create a public art fund and will consult with the city attorney.
5. **Update – 2nd St/257 Ave Pedestrian/Bike Bridge Concept Planning Project** Director Palmer shared that the city has contracted with Parametrix as the consulting team for a feasibility study that may last 8 months to help determine if an above-grade crossing off 2nd that connects to 257th and Halsey is possible. The new community advisory committee will have a kickoff meeting on March 31st. Director Palmer will send the meeting information to PC. Since Koester sits on this committee, they will provide updates, too. Funds for this project are from a federal grant.
6. **Update – Economic Opportunities Analysis (EOA) Project** Director Palmer also shared another kickoff community project to update the EOA for the city. It has not been updated in 16 years. This project will be a technical document that is required by the state to meet state land use Goal 9, Economic Development. This project will focus on jobs and employment in Troutdale. All meeting materials will be posted on the website.
7. **Communication**
 - a. **Staff** – Palmer shared good news that the Sharon Nesbitt Heritage Park will be wrapping up all the final inspections with the next few weeks. The park was made possible with funds from the Oregon Lottery, and a video of the park could be highlighted throughout Oregon. Meyer shared that the conditional use for Takota Coffee (LU-0004-2026) is complete, and PC will have a hearing on April 29th in a special meeting. The sign variance application (LU-0003-2026) for Home Forward's York Terrace is incomplete, but if all documents are turned back into the Planning Dept, PC could also hear it on the 29th.
 - b. **Commissioners** – Stevens is glad the Sharon Nesbit Trail will be open soon, and Wilcox found discrepancies in the childcare code/definitions. (Staff asked Wilcox for a written outline on those discrepancies)

Adjournment - Meeting ended at 10:05 PM

Exhibit A:

1. Paul Wilcox's Conflict of Interest/Ex-Parte Statement
2. Staff showed slides from the Troutdale Development Code (TDC) 4.740 Height Bonuses and Incentives Section A. Also, a MIG graphic on building height.
3. GIS map

Next meeting: Wednesday, April 8, 2026

Zoom Recording: [Troutdale Planning Commission Meeting - March 11, 2026](#)