

MINUTES
CANBY PLANNING COMMISSION
Regular Meeting
Monday, February 22, 1999
7:30 P.M.

I. ROLL CALL

Present: Chairman Stewart, Vice-Chairman Keller, Commissioners Brown, Blackwell, Manley and Bliss were all present. Commissioner Tallman was absent.

Staff: Jason Kruckeberg, Planning Director; John Williams, Associate Planner

Others Present: Ray Hoen, Ken Guisinger

II. MINUTES

November 2, 1998

Commissioner Keller made a motion to approve the minutes of November 2, 1998 as submitted. Commissioner Brown seconded the motion and it carried 6-0.

III. CITIZEN INPUT ON NON-AGENDA ITEMS

None.

In reference to **DR 98-09**, Commissioner Brown stated his firm had been retained by United Grocers and Frank Cutsforth to be the architect for the grocery store as well as the development of the Canby Builder's Supply property. Commissioner Brown declared a conflict of interest and planned to not participate at the next meeting. He stated he contacted Chairman Stewart and staff to report the conflict of interest and asked for suggestions on how to deal with it. Mr. Brown also was going to seek information/advice from the City Attorney.

Chairman Stewart suggested he check with staff and the City Attorney to make sure of following proper procedures. It was indicated that Commissioner Brown was not going to be involved with his firm's participation in the presentation.

Commissioner Keller indicated he might not be at the next meeting.

IV. FINDINGS

SUB 98-03 (Faist Addition) Commissioner Brown moved to approve the Findings, Conclusions, and Final Order for **SUB 98-03**. Commissioner Manley seconded the

motion and it passed by a vote of 5-1, Commissioner Keller voting in opposition.

V. PUBLIC HEARINGS

Chairman Stewart reviewed the hearing process, procedures and format. He referred to applicable criteria posted on the wall and on page 2 of the staff report. When asked if any Commissioner had a conflict of interest or ex-parte contact, none was indicated.

TA 99-01, an ordinance amending section 16.10, 16.16, 16.18, 16.20, 16.32, 16.46, 16.49, 16.50, 16.52, 16.54, 16.60, 16.62, 16.72, 16.84, and 16.88 of title 16 of the Canby Municipal Code.

Jason Kruckeberg presented the staff report. He stated a number of potential code amendments had been presented for evaluation. Most were housecleaning issues that were too important to wait for periodic review.

Section 1 was identified as bicycle parking which had been required but was not in the code. Commissioner Manley questioned the need for an elementary school to have a number of bike parking spots per classroom. Staff explained the figure was recommended by ODOT.

Section 2 and 3 addressed site and design review thresholds for parking lot or paving projects. Jason stated that although parking projects were exempt from site and design review, it does establish a process to make sure access is adequate, as well as storm drainage. He further explained that the 2500' threshold was a figure set by Jim Wheeler to regulate small parking projects.

Section 4 formalized the site and design review modification process.

Section 5 and 6 added language to require or give stronger criteria for joint or shared access, which was not currently in the code, for R2 zone.

Section 7 thru 12 were housekeeping issues to remove errors or eliminate confusing text involving building height, duplex dwellings, and other land use issues.

Staff clarified that the change in section 13 was requested by ODOT. It had been submitted too late to be included in the last code amendments.

Jason stated the annexation criteria previously allowed only two special elections, and the rewording in Section 18 and 19 for the applicant to pay for an election.

Section 20 allows the City to require new developments to provide off-site street improvements.

Jason explained the staff report would go to LCDC, and the City Council would hear it on

April 7, 1999. Staff was recommending approval of all changes addressed in the staff report.

PROPONENTS

None.

OPPONENTS

None.

With no additional questions, the public portion of the hearing was closed for Commissioner deliberations. Issues discussed included:

- Bicycle and Pedestrian Committee involvement.
- Parking projects under 2500'. Commission agreed any paving which would create an accumulation of at least 2500' would require a review from Public Works.
- Staff explained all design review modifications were presented to the Commission with the exception of landscaping modifications, which the staff has some latitude to deal with.

Commissioner Keller moved to approve the application as amended. Commissioner Brown seconded the motion and it passed with a vote of 6-0.

VI. SPECIAL PRESENTATION

Ray Hoen, Canby Revitalization, informed the Commission of the following activities:

- Business owner will have the opportunity to borrow money to improve their business
- The group will be working with the Comprehensive Review Plan offering suggestions for future changes in the City
- Building owners on 2nd will be improving businesses by painting, murals, awnings, etc.
- The parking lot project between Holly and Grant on NW 2nd Street should be completed by the end of June, and will be called Pioneer Plaza
- Mr. Hoen extended invitations to attend any of the Committees' design, promotion, or economic enhancement meetings, or the growers market.
- Colorful banners would be placed throughout the City
- He invited the Commission to attend board meetings on the 4th Tuesday of each month, 7:30 PM in the Library.

Mr. Hoen further explained the money available for improvement, predominantly used for exterior improvements, would be on a first come, first serve basis. The dollar amount

would be in the \$3000 to \$5000 range, but funds could come from more than one source.

VII. COMMUNICATIONS

None.

VIII. NEW BUSINESS

John Williams presented a modification to **DR 97-07**. He stated a building permit application had been received and there were a couple items that didn't fit with the approved plan. Applicant was asking for a modification in the off street parking directly off of SE 2nd, expanding the yard area by eliminating a landscape area and one tree, and in modifying the type of trees and spacing. John said the landscaping requirements would still be above what was required.

Ken Guisinger, General Manager of Canby Builders Supply, 13351 S. Macksburg Rd., Canby, stated the size of the trees along Hwy 99E would obstruct the building from view. He explained the reason for additional parking spaces, primarily for employees, was because some had already been taken away from the lumber storage area and it would better utilize a dead end road.

The Commission discussed at length the above issues. By consensus, the Commission agreed to the following:

- To not allow off street parking on 2nd street for safety reasons.
- Allowing Amur maples to be the street tree on 2nd Ave.
- Retaining trees along Pine and Hwy 99E as indicated in the original site plan review but allowing them to be moved as necessary.
- Expanding the yard area.
- Replacing two interior trees with shrubs.

Commissioner Brown moved to accept the modification of **DR 97-07** Canby Builder Supply with the recommendations indicated by Chairman Stewart. The motion was seconded by Commissioner Keller and passed with a vote of 5-1, Commissioner Bliss voting in opposition.

X. DIRECTOR'S REPORT

Jason updated the Commission of current activities; Gramor was close to receiving their grading permit, houses were soon to appear in Heritage Park subdivision, and duplexes at Forsythe Fields on Pine Street.

Clint would be attending a meeting to look into historic review board grants for revitalization of homes.

March 15, Monday at 7:00 PM at the Adult Center: Joint meeting with the Council, Canby Utility Board, School District, and the Planning Commission to talk about mutual direction.

Upcoming Commission meetings will cover the Cutsforth design review, a minor land partition and at 6:45 PM John Kelley, City Attorney, would give a brief presentation on issues dealing with conflict, bias, and ex-parte contact processes.

IX. ADJOURNMENT

Meeting adjourned.