

# MINUTES

## CANBY PLANNING COMMISSION

7:00pm October 22, 2001  
City Council Chambers, 155 NW 2<sup>nd</sup>

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### I. ROLL CALL:

**PRESENT:** Vice Chairman Jim Brown, Commissioners, Jean Tallman, Tom Sanchez, Randy Tessman, Paul Thalhofer, Geoffrey Manley

**ABSENT:** Chairman Keith Stewart

**STAFF:** John Williams, Community Development & Planning Director, Clint Chiavarini, Associate Planner, Carla Ahl,

**OTHERS PRESENT:** Ed Christensen,

### II. CITIZEN INPUT ON NON AGENDA ITEMS

None

### III. PUBLIC HEARING

**DR 01-07** An application by Emmert International for site and design review to permanently place the old School Administration Building on the property directly to the west of the Post Office parking lot, at the dead-end of NW 1<sup>st</sup> Ave. The building will be used as a professional office building. Continued from October 8, 2001.

Mr. Brown asked if any Commissioner had a conflict of interest. Mr. Thalhofer stated his firm represents the School District so he would not be participating and would abstain from the vote. No other conflicts were stated. Mr. Brown asked if any Commissioner had ex-parte contact. Mr. Brown stated he had visited the site but had drawn no conclusions. No questions were asked of the Commissioners.

John Williams, Community Development & Planning Director presented the alterations the applicant had made to the Commissioners.

- 6' X 10' bike parking pad had been added near the entrance on First Avenue

- exterior elevations had been provided
- a plot map had been added showing where the roof drainage connects with the drywell
- the garbage and recycling location has been approved by Canby Disposal
- two box fixture parking lot lights have been called out
- language has been added to the landscape plan stating ground cover would be used instead of bark chips
- Clint has added language stating First Avenue would be terminated as required by the Public Works Supervisor.
- there is adequate space to accommodate ADA parking
- Clint had researched the parcel and found it had never been used as a land fill

Mr. Brown questioned the code language regarding the distance of bike parking from the front door. John explained it was 50', or no farther than the nearest vehicle parking space. Mr. Brown asked how it was measured. John explained that a method had never been established.

Mr. Brown asked if street trees were required in the Highway Commercial zone. John stated that typically trees were required and would research what the code called for.

## APPLICANT

**Mr. Ed Christensen**, Walken Engineering, was asked by Mr. Brown if there were plans to screen the trash and recycling pad. Mr. Christensen explained there would be a 4' high wood barrier around the pad.

Mr. Brown question how the roof run off water would be connected to the dry well on the west side of the building. Mr. Christensen stated it would be connected with a 4" line to take it away from the building.

Mr. Brown asked if the parapet wall would be removed. Mr. Christensen stated it was his belief the parapet wall will be removed and then finished to match the rest of the building.

Mr. Brown closed the public hearing and opened Commissioner deliberations.

Discussion included:

- termination of 1<sup>st</sup> Avenue as required by the Public Works Supervisor
- requiring street trees per code, on both street frontages
- the bicycle parking is adequate where indicated on site plan
- requiring the applicant to remove the parapet wall

It was moved by Mrs. Tallman to approve DR 01-07 as amended by the discussed conditions. Seconded by Mr. Manley. Motion carried 5-0 with Mr. Thalhoffer abstaining.

John stated the applicant for DR 01-06 had requested a continuance, since this would be the second continuation the applicant will give an extension to the 120 day rule. Mr. Brown continued DR 01-06 until November 13<sup>th</sup> 2001 at 7:00pm.

John reminded the Commission that their next meeting will be on Tuesday, November 13<sup>th</sup>, due to Monday being Veterans Day.

#### **IV. FINDINGS**

**SUB 01-05.** A request to subdivide the 9.92 acre parcel into 41 lots suitable for building single family homes. The site is located directly to the south of the existing Tofte Farms Phases I and II subdivisions.

It was moved by Mr. Manley to accept the Findings, Conclusions, and Final Order for SUB 01-05 as written. Seconded by Mr. Tessman. Motion carried 4-0 with Mr. Thalhofer and Mr. Sanchez abstaining.

#### **V. NEW BUSINESS**

None

#### **VI. MINUTES**

September 24, 2001 It was moved by Mr. Thalhofer to approve the minutes of September 24, 2001 with the correction of the continuation date for SUB 01-05. Seconded by Mr. Manley. Motion carried 6-0.

#### **VII. DIRECTOR'S REPORT**

John explained that Tri-Met's final hearing regarding the conditions of withdrawal and the intergovernmental agreement that is required after they approve the withdrawal, will be held Wednesday October 24<sup>th</sup>, in downtown Portland.

Mr. Brown stated that the City has been well represented by City Staff, and elected officials, but they would like to hear from citizens who would be directly affected. He invited anyone who is interested to attend the meeting, it will be the last opportunity to do so. John suggested anyone interested could call the Planning Department for details regarding the meeting.

Mr. Thalhofer questioned how the process would begin. John explained the City would contract service back to Tri-Met until next September. He explained there will have to be some short term borrowing between funds, until the first payments to the City are received January 31,

2002. The City will receive the full quarter payments in April, and should be solvent at that time.

John explained that Tri-Met will provide the same level of service until next September, but it will cost a lot less money, so a nest egg will be saved to pay for start up costs. Mr. Brown asked how much equipment will be needed. John explained there would be a local shuttle bus and a bus for the Oregon City route, with possibly two back up buses, one supplied by the City and one provided by the contractor. John explained the "on demand" service may be contracted out entirely, so the City is not looking at purchasing a handicapped accessible van at this time.

Mr. Brown asked if the service would compare to Wilsonville's system. John explained that Wilsonville has huge Industrial and Commercial developments compared to their population. Although Willsonville's population is about the same as Canby's they have four times the transit budget that Canby will have.

Mr. Brown stated it was nice to see the build out of projects the Planning Commission had approved, and cited the interchange at 1<sup>st</sup> and Ivy, he believed it would increase the safety of the intersection. Mrs. Tallman stated there had also been an improvement to the intersection at Territorial and Maple streets, making the intersection easier to navigate.

Mr. Tessman asked how the residential zoning amendments were going. John explained that they will be heard by the City Council on November 7<sup>th</sup> if adopted the second reading would be on the 21<sup>st</sup> and the new code would take effect in December.

Mrs. Tallman questioned who is responsible for build out of the north half of Territorial at the Holly Corner Subdivision. John explained it is a county owned road and the county would be responsible for the build out, but it is probably very low on their priority list.

Mr. Brown asked what the mechanism was in place for making sure street trees are not removed by homeowners. John responded that all street trees are in the public right-of-way and can not be removed without the City's permission, if they were illegally removed the City would notify the homeowner that they would be responsible for replacing the tree.

## **VIII. ADJOURNMENT**