

MINUTES

CANBY PLANNING COMMISSION

6:00 PM WORKSHOP
7:00 PM, June 10, 2002
City Council Chambers, 155 NW 2nd

WORKSHOP

Neighborhood Associations

Matilda Deas gave an update on Canby's Neighborhood Associations. Items discussed by the Planning Commission and the audience were:

- What would the appropriate number of neighborhood associations be, Matilda suggested starting the program with 6 associations, subject to adjustments as needed.
- Neighborhood associations must be open to all residents, have by-laws, conform with the open meeting rules and the City needs a current list of members on file.
- State statute directs cities to waive appeal costs for recognized neighborhood associations.
- The City currently has no budget to assist associations with costs for such things as printing for packet material or news letters.
- The Planning Commission would be the initial contact for neighborhood associations, and would forward items to the appropriate City authority.
- Canby Livability Coalition may have grants available.
- Should neighborhood associations be restricted to City Limits, in many places in Canby it would mean the neighbor across the street would not be part of the association. Matilda suggested starting with the City limits as a boundary since the right to vote and who pays property taxes to the City is an issue.
- Does not want an "us verses them" attitude.
- Not everyone will want to get involved, but by law, everyone must be able to attend.
- Members of associations could pass out flyers in their neighborhoods to get people informed of the purpose of neighborhood associations and increase involvement.
- Each association will create their own mission statement.
- Periodic Review, and residential zoning issues are examples of items that could be discussed by neighborhood associations and their input brought to the Planning Commission.

I. ROLL CALL

PRESENT: Chairman Keith Stewart, Commissioners Jim Brown, Paul Thalhofer, Geoffrey Manley.

ABSENT: Commissioner Randy Tessman

STAFF: Matilda Deas, Project Planner, Clint Chiavarini, Associate Planner, Carla

Ahl, Planning Staff.

OTHERS PRESENT: Carol Coleman, Jerry Coleman, Paul Satter, Sheila Tice, Bob Tice, Terry Prince, Glennette Danforth, Allen Manuel, Melody Thompson

II. CITIZEN INPUT

Mayor Terry Prince addressed the Planning Commission and informed the audience that a workshop had taken place prior to this meeting to discuss neighborhood associations, it was attended by 3 groups of citizens who are interested in forming associations and becoming officially recognized by the City. He explained that there will be additional meetings scheduled in July that will include City participation ideas, residential zoning and residential design. Mayor Prince invited anyone interested in forming a neighborhood association to call City Hall to get more information and to attend the upcoming meetings.

Mr. Stewart thanked the City Council and the Mayor for voting to accept the land that was donated to the Vietnam Veterans Association. He explained that fund raising can now be started to build a Vietnam Memorial in Canby.

III. PUBLIC HEARINGS

MLP 02-03 An application by Allen Manuel and Glennette Danforth to partition an existing 8,700 square foot lot into two lots located at 464 SW 4th Ave. One lot would be 5,200 square feet, and one would be 3,500 square feet. Continued from the May 13, 2000 meeting.

Clint addressed the Commission, he explained that the public hearing was closed at the last meeting but the Planning Commission had asked for clarity on a couple of items. He stated that he had researched the possibility of having the easements reduced on the side yard issue and was told by Canby Utility that there is a process for getting utility providers to sign off on the requirement for a 10' easement prior to the signing of the final plat. Clint suggested modifying condition #5 to reflect the need for the applicant to go through the process.

Clint stated the street tree requirement normally applies to new subdivisions that have no existing trees. In this case, the heritage oak would qualify as a street tree. Should that tree be removed for any reason the property owner would be responsible for replacing it.

Clint stated he had spoken with the City Engineer and the Public Works Supervisor and they had explained that they were not recommending widening the street because the depth of excavation necessary to build a road would damage the root system, the construction of a 3' sidewalk would not disturb the roots as much.

Clint stated he had looked at the site again, and there were "no parking" signs at the location but they were not being enforced. The police department stated they had not received any specific complaints about parking there and a lot of students are parking in that area due to the construction on campus. He explained the campus parking lots will be open by the time school starts next year.

Mr. Brown asked if there was a 3rd lot on Elm St. Clint explained there are 2 very thin lots that go from 3rd to 4th, the house is located on Elm and there is another lot next to it. He stated he is not sure how that came about, but he believes both tax lots are owned by the same person. He stated the owner could do a lot line adjustment and then partition off the back section and create a buildable lot.

Clint passed out photographs showing the surrounding neighborhood the applicant had brought to address any aesthetic concerns the Commission might have. Mr. Stewart questioned if Northwest Natural had responded to the easement reduction issue. Clint stated they had not, but their usual response is that if there are utilities located there they would have to be relocated at the developers expense.

Mr. Manley stated he had done some additional research and found the City owns the right of way at that location so if the tree ever does come down, the street and sidewalk could be constructed to City standards.

Mr. Thalhofer commented that he believed the application was appropriate.

Mr. Stewart stated the numbering needed to be corrected in the staff report. Mr. Brown questioned if the 44' width conformed to the City standards. Clint explained that a 44' width would be allowed in the R2 zone. Mr. Brown asked for clarity on the easement issue. Clint stated that the City requires a 10' easement whenever the neighboring property doesn't have at least a 4' easement, since this is an older neighborhood there are no easements recorded, so Mr. Manuel was asking for a 7' easement to fit the existing 7' setback.

It was moved by Mr. Thalhofer to approve MLP 02-03 as modified by the memorandum from the Associate Planner dated May 31, 2002. Seconded by Mr. Manley. Motion carried 3-1 with Mr. Brown voting nay.

IV. NEW BUSINESS

None

V. FINDINGS

DR 02-01/CUP 02-02 An application by the City of Canby to construct the remaining components of Phase II of the City's wastewater treatment facility improvements. Located at the City's wastewater treatment facility, north of Territorial Road off of N. Redwood St.

It was moved by Mr. Brown to approve the findings for DR 02-01/CUP 02-02 as written. Seconded by Mr. Manley. Motion carried 4-0.

DR 02-02 An application by Housing and Outreach Project for the Elderly (HOPE) to build 24 new garden homes on the HOPE Village campus. Located South of SE 13th Avenue, between S. Ivy and S. Fir Street.

It was moved by Mr. Brown to approve DR 02-02 as written. Seconded by Mr. Manley.

Motion carried 3-0 with Mr. Thalhofer abstaining.

MLP 02-03 An application by Allen Manuel and Glennette Danforth to partition an existing 8,700 square foot lot into two lots located at 464 SW 4th Ave.

Clint explained that this set of findings had been included since the application had been postponed one month for additional information, the findings had been amended with the changes outlined in the memo.

Mr. Brown questioned the wording regarding the width of the sidewalk around the oak tree and suggested it read that the sidewalk may be narrowed to as little as 36". It was moved by Mr. Brown to approve MLP 02-03 as amended. Seconded by Mr. Thalhofer. Motion carried 4-0.

VI. MINUTES

It was moved by Mr. Manley to approve the minutes of April 22nd as written. Seconded by Mr. Brown. Motion carried 5-0.

Mr. Stewart informed the Commission and audience that Jean Tallman is recuperating from her recent accident and thanks everyone who has sent cards and flowers, she is looking forward to resuming her duties as City Councilor in the near future.

VII. DIRECTOR'S REPORT

Clint stated there are have been 14 or 15 applicants for the Planning Technician position and hopefully have someone on board the first part of July. Monday they will be interviewing the 2 finalists for the rezoning project.

Mr. Stewart stated the City needed a code enforcement officer. Clint stated the Planning Department deals with code enforcement when complaints are received and hopefully more man hours will be available when the Planning Technician is hired.

Mr. Manley asked what the status was of filling the 2 vacancies on the Planning Commission. Mr. Stewart explained 1 application had been received but the applicant has requested that the interview process be held 1 month.

Mr. Brown explained the reconstruction of the restrooms in Wait Park had been put on hold. He stated the High School has selected the project as part of their construction program, Jamie Johnk from CBR is doing some fund raising and writing grants to fund the project. Barring any difficulties the construction should begin in September.

VII. ADJOURNMENT