

**MINUTES**  
**CANBY PLANNING COMMISSION**  
7:00 PM – September 12, 2011  
City Council Chambers – 155 NW 2<sup>nd</sup> Avenue

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**PRESENT:** Vice Chair Jan Milne, Commissioners Misty Slagle, Chuck Kocher and Randy Tessman.

**ABSENT:** Chair Dan Ewert, Commissioners Sean Joyce, John Proctor

**STAFF:** Bryan Brown, Planning Director

**OTHERS**

**PRESENT:**

1. **CALL TO ORDER 7:30 pm**

2. **CITIZEN INPUT**

Wayne Dillinger, wanted clarification on a Conditional Use Permit regarding his proposed towing yard business in an M-1 zone district at the NW corner of SE 4<sup>th</sup> and Sequoia Parkway.

Director Bryan Brown said the previous meeting minutes of May 23, 2011, indicated that the Planning Commission was to interpret whether the towing yard/storage business was an acceptable use in the M-1 (light industrial) zone.

After some discussion, the Commissioners decided they needed all the parties in the same room for a possible reconsideration. The matter was tentatively set to be heard again at the October 10, 2011 Planning Commission meeting.

3. **PUBLIC HEARINGS**

- a. Consider a request from **Jim Blackwell** for approval of an **Intermediate Modification of an existing Conditional Use Permit (CUP 06-01)** to allow an increased accommodation of children at the Canby Learning Center preschool through amendment of a previous condition of approval through remodeling within the existing building footprint for property located at 1105 S. Elm Street.

Vice Chair Milne read the public hearing format. Commissioners indicated no exparte contacts, no conflict of interest and no one visited the site.

**Staff Presentation:** Bryan Brown, Planning Director entered the September 12, 2011 staff report into the record. Mr. Brown said the applicant wants to remodel a portion of the building for expansion. This modification was brought before the commissioners because of a specific condition set by the Planning Commission five years ago – the Center was not to exceed 110 children and now the applicant wants to increase enrollment to 140 children. The overriding issue is the new ordinance that is now in place to meet parking demands which the applicant can clearly meet. Mr. Brown said the Commission can place any conditions they feel necessary so neighboring properties are not impacted. Another consideration is the increase in traffic and the impact it may have but Mr. Brown said the street is a collector has the ability to take on extra traffic.

Commissioner Slagle wanted to know why the Center was originally limited to 110 children.

Mr. Brown said it centered on the discussion of whether there was enough parking.

**Applicant:** Jim Blackwell, owner/applicant Canby Learning Center said the original number of children allowed actually came from a State required calculation of 35 square feet per child. Financial considerations five years ago only allowed them the current amount of space although expansion was a possibility at a later date.

There are no issues relative to outdoor space – they sit on a one-acre site and could accommodate over 200 children. They are considering a space in front of their building for a playground to accommodate two different age groups.

Mr. Blackwell said they currently exceed the current requirements for parking and plan on adding two additional staff. Drop-offs and pick-ups have a turnover rate of about five minutes for the 8 to 10 spots. The only time the parking spots fill up is for special programs like Christmas and graduation which occur for about an hour in the evening. With permission they utilize the parking spots of the medical facility next door. Friday nights the parking can sometimes fill up because of football games. School buses bring the greatest number of children.

Mr. Blackwell recently purchased the property which had been leased in the past.

Commissioner Tessman asked about current enrollment.

Mr. Blackwell said current enrollment totals just below 100 students.

**Proponents:** None

**Opponents:** None

**Neutral:** None

**Rebuttal:** None

Vice Chair Milne closed the public hearing.

**Commission Deliberations:**

No concerns from Commissioners Tessman, Slagle, Kocher.

Vice Chair Milne said there had never been any issues at this site for potential parking conflicts. Also the details of number of playgrounds or square footages are dealt with by the State.

**Discussion:** None

**MOTION**

- 1) A motion was made by Commissioner Slagle and seconded by Commissioner Kocher to approve **Conditional Use Permit (CUP 11-01)** as submitted. Motion passed 4-0.

- 2) A motion was made by Commissioner Tessman and seconded Kocher by Commissioner Kocher to approve the findings, conclusions and final order of Conditional Use Permit (CUP11-01) for the Canby Learning Tree as submitted. Motion passed 4-0.

**4. NEW BUSINESS – None**

**5. MINUTES**

**July 18, 2011-** Commissioner Kocher moved to approve minutes of July 18, 2011 as presented. Motion seconded by Commissioner Tessman and passed 3-0 with 1 abstaining.

**7. ITEMS OF INTEREST FROM STAFF**

Mr. Brown said the Planning Office has been diligently recruiting for their vacant positions. First round interviews were completed for the Office Specialist II with the second round interviews scheduled for September 13. Also interviewed for the half-time Associate Planner position and felt there were one or more good candidates.

Mr. Brown said a new Resource Assistance for Rural Environments employee will be starting on September 13, 2011 and will work primarily with the Urban Renewal Agency for the next eleven months.

**8. ITEMS OF INTEREST/GUIDANCE FROM PLANNING COMMISSION** None

**9. ADJOURNMENT at 8:40 PM.**

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**Minutes Approved on:** \_\_\_\_\_  
*Date*

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*Chair, Planning Commission*

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*Preparer's Signature*