

**MINUTES  
CANBY PLANNING COMMISSION  
SPECIAL MEETING**

7:00 PM – November 21, 2011  
City Council Chambers – 155 NW 2<sup>nd</sup> Avenue

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**PRESENT:** Chair Dan Ewert, Commissioners Misty Slagle, Janet Milne, John Proctor and Randy Tessman

**ABSENT:** Commissioner Sean Joyce

**STAFF:** Bryan Mr. Brown, Planning Director and Laney Fouse, Planning Staff

**OTHERS:** Brian Hodson, Tom Petitt, Manfred Zysk, Phillip Shepard

**PRESENT:**

1. **CALL TO ORDER 7:00 pm**
2. **CITIZEN INPUT - None**
3. **PUBLIC HEARINGS**

This public hearing was continued from October 10, 2011 concerning Site and Design Review and Conditional Use Permit DR11-04/CUP 11-0. The applicant is requesting approval of a 10-unit manufactured home park on property adjacent to the existing Village on the Lochs manufactured home park on S. Elm Street.

Chair Ewert opened the public hearing.

He said the information required from the applicant was not received until tonight which did not give staff time enough to put together a packet for the Commissioners or be able to provide them a staff recommendation.

Chair Ewert said the hearing would need to be rescheduled. He asked the applicant, Tom Petitt if he was okay with waiving 120 day rule equal to the time to the next rescheduled hearing date.

Tom Petitt said he was okay with waiving the 120 day rule.

Chair Ewert said the next official meeting date for the Planning Commission is Dec 12, 2011. He checked with the other Commissioners to be sure there would be a quorum present at that meeting.

Four of the Commissioners said they would be present.

Bryan Brown, Planning Director said the applicant and staff had agreed to move the hearing to Dec. 12 and agreed that it was an appropriate time period to allow

staff to evaluate the new information provided and made a recommendation. He said it appears the applicant has now submitted all the information they intend to submit or will have in the next day or two.

Chair Ewert closed the public hearing for DR11-04/CUP 11-0 at 7:03 pm with an agreement to continue the hearing to December 12, 2011 regular meeting date.

**4. NEW BUSINESS - None**

**5. MINUTES**

**Oct. 24, 2011** – Commissioner Tessman moved to approve minutes of October 24, 2011 as presented, motion seconded by Commissioner Proctor and passed 3-0 with 3 members abstaining.

**6. ITEMS OF INTEREST FROM STAFF**

Mr. Brown said we are in negotiations of contracting with Clackamas County to run the City's Building Department program. It could possibly happen as soon as December 12, 2011.

Chair Ewert asked if this was a stop gap measure.

Mr. Brown said it was not giving the program away but contracting it out. He said the biggest effect it will have is for Planning to continue being apprised of what permits are being submitted to the County. He said there are still several coordination activities that will require citizens to start their construction process in the Planning office.

Chair Ewert asked whether there would be a situation where someone would go to the County to apply for a permit without bringing it to Planning first.

Mr. Brown said it was something we would have to work closely with the County on a process so people don't submit applications that have not first been seen by the City.

Mr. Brown shared information about several major projects currently being built in the City of Canby.

**7. ITEMS OF INTEREST/GUIDANCE FROM PLANNING COMMISSION**

**8. ADJOURNMENT at 7:19 PM.**

**(APPROVED by Planning Commission on December 12, 2011)**