

MINUTES
PLANNING COMMISSION

December 10, 2012

City Council Chambers – 155 NW 2nd Avenue

PRESENT: Commissioners Dan Ewert, Sean Joyce, Charles Kocher, Misty Slagle, Tyler Smith and Randy Tessman

ABSENT: Commissioner John Proctor

STAFF: Bryan Brown, Planning Director, Angie Lehnert, Associate Planner, and Laney Fouse, Planning Staff

OTHERS: Brian Hodson, Council Liaison, and Charles L. Burden

1. CALL TO ORDER

Planning Commission Chair Dan Ewert called the meeting to order at 7:00 pm.

2. CITIZEN INPUT ON NON-AGENDA ITEMS:

City Council Liaison Brian Hodson thanked the three retiring Commissioners for service on the Planning Commission.

3. PUBLIC HEARING

- a. Consider a request from City Staff for approval of a text amendment for numerous proposed Canby Land Development and Planning Ordinance edits. (**Text Amendment, TA 12-03**) Staff: Angie Lehnert, Associate Planner

Associate Planner Angie Lehnert entered her staff report into the record. She said the purpose for the code edits was to clarify some of the contradicting information in the code to make it easier to understand and that it was a process staff would like to do on a yearly basis.

Ms. Lehnert gave an overview of the edits proposed by staff to Chapter 16, *Canby Land Development and Planning Ordinance*, which included:

Chapter 16.05; Clarifying code interpretations made by the Planning Director in 16.05; – Commissioners discussed the definition of “complex interpretations” and that wording should be added to the code to eliminate the ambiguity.

16.10.070 Parking areas – approving the use of an engineered aggregate system for outdoor storage — Commissioners discussed who would do the review of using engineered aggregate. Commissioners agreed the Planning Director should make the decision when it is

obvious or if it is more questionable and requires more subjective criteria it should then be brought to the Planning Commission.

Clarifying the maintenance of permeable surfaces in Chapters 16.16, 16.18, 16.20 & 16.21 – Commissioners clarified that maintenance of permeable surfaces on private property is the property owner’s responsibility.

Modifying multi-family design standards in 16.21, including revising the design review menu so that is more legible, easier to comply with, and by adding some additional design options to the table – Commissioners discussed the difficulty of meeting the design standards and agreed it was a good idea to modify the Multi-Family Design Menu.

Making minor modifications and clarifications to the Downtown Overlay Zone, 16.41; Modifying screening requirements in the Downtown Overlay Zone, 16.41 – Ms. Lehnert said this proposed amendment was in response to some complaints by business owners in the downtown area regarding the existing non-conforming, non-screened garbage areas. Mr. Brown explained that in some instances businesses would have to build a screening area for trash cans where they did not exist before. This might be difficult for them to do retroactively by this provision. Commissioners agreed that there should be some change in the language of the code to help property owners to reach compliance with the City.

Clarifying automobile sign and temporary sign standards in 16.42 – Commissioners discussed abandoned and damaged signs and the length of time in until they should be removed or restored. Commissioners agreed there should be added language in the code to clarify the definition of abandoned signs and the requirements for removing abandoned signs; change the maximum square footage for temporary signs in commercial and industrial zones and the standards for automobile service station signs.

Clarifying lighting standards in 16.43—Commissioners discussed outdoor lighting standards and agreed to a change in the code language to reflect the new technology of lumen requirements instead of wattage.

Clarifying application and review procedures in 16.46 – Commissioners discussed locations of driveways and clarified the roadway and driveway spacing requirements for single family residential properties.

Chapter 16.49 Site and Design Review —Commissioners agreed to wording changes to clarifying the establishment of the Site and Design Review Board as clearly being optional and that the Planning Commission serves as the Site and Design Review Board when no separate Site and Design Review Board is appointed.

Chapter 16.64: Subdivision Design Standards—Commissioners agreed that maintenance of permeable surfaces on private properties is the responsibility of the property owner and to other changes based on input from the City’s Environmental Services Manager.

Chapter 16.89 Application and Review Procedures—Commissioners agreed to wording changes to clarify the standard decision making procedures for reviewing applications.

Chapter 16.110 Historic Preservation —Commissioners agreed to alter the membership requirements of the Historic Review Board so that fewer member positions constitute an operating Board.

Chapter 16.90 Solar Access Requirements; Chapter 16.95 Solar Access Standards for New Development; 16100 Solar Balance Point Standards — Commissioners agreed to omit outdated solar access/balance standards because new technology has rendered the mostly passive solar layout standards obsolete. In addition, staff has found that these standards are impractical, encourage inefficient use of land, and that administering these standards is cumbersome and counterproductive.

There was no motion on the code amendments by the Commissioners because they agreed it would be best if the changes were made and then brought back to the Planning Commission for further review prior to any recommendation to the Council.

3) MINUTES:

Commissioner Slagle moved to approve the November 13, 2012 Regular Planning Commission Meeting Minutes as submitted, Commissioner Tessman seconded. **Motion passed 5/0 with 1 abstention.**

4) ITEMS OF INTEREST FROM STAFF:

- a. Council approved the Fred Meyer Text Amendment/Zone Change on December 5, 2012.
- b. The Fred Meyer applicant requested postponement for their Site and Design Review until January 28, 2012.
- c. Council finalized the Hope Village annexation by accepting the certified results of the election.
- d. Council approved the Gateway Design Plan. The second reading will be in January.
- e. Next Planning Commission meeting will be January 14, 2013.
- f. The Council appointed two new Planning Commissioners.
- g. Mr. Brown read letters thanking the retiring Commissioners for their many years of combined service.

5) ADJOURNMENT: Meeting was adjourned at 9:23 pm.