

MINUTES
PLANNING COMMISSION
January 14, 2013
City Council Chambers – 155 NW 2nd Avenue

PRESENT: Commissioners Shawn Hensley, Sean Joyce, Charles Kocher, John Proctor, John Savory, Tyler Smith, and (Vacant)

ABSENT: None

1. CALL TO ORDER

Commissioner Tyler Smith called the meeting to order at 7:01 pm. Commissioner Smith introduced the two new Commissioners Shawn Hensley and John Savory.

2. NEW BUSINESS

- a. Commissioners appointed Commissioner Smith to act as interim Chair in order to conduct election of officers.
- b. Election of officers: Commissioner Kocher nominated Commissioner Smith to serve as Chair, Commissioner Proctor seconded the motion. The motion passed 6/0.

Commissioner Kocher nominated Commissioner Joyce to serve as Vice Chair. Commissioner Procter seconded the motion. The motion passed 6/0.

3. PUBLIC HEARING

- a. Continued from December 10, 2012, City Staff is requesting 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

Angie Lehnert entered her staff report into the record. Ms. Lehnert said that these proposed text amendments were continued from the December 10, 2012 meeting and said specific edits were made to the following:

- Chapter 16.05: More specifics on the meaning of “complex interpretations”
- Chapter 16.10:
 - Clarification that the Planning Commission or the Planning Director may review developments using engineered aggregate
 - Clarification that maintenance of permeable surfacing on private properties are the responsibility of the property owner
- Chapter 16.16: Clarification that maintenance of permeable surfacing on private properties are the responsibility of the property owner
- Chapter 16.18: Clarification that maintenance of permeable surfacing on private properties are the responsibility of the property owner
- Chapter 16.20: Clarification that maintenance of permeable surfacing on private properties are the responsibility of the property owner

- Chapter 16.21: Clarification that maintenance of permeable surfacing on private properties are the responsibility of the property owner
- Chapter 16.41: Wording changes based on Planning Commission feedback
- Chapter 16.42:
 - Adding language to clarify the definition of abandoned signs and sign copy areas and clarifying the requirements to remove abandoned signs
 - Changing the square footage maximum for temporary signs in commercial and industrial zones
 - Clarifying the language for automobile service station sign standards
- Chapter 16.43: Changing wattage requirements to lumen requirements to reflect changes in technology
- Chapter 16.46: Clarifying roadway to driveway spacing requirements for single family residential
- Chapter 16.49: Wording changes based on Planning Commission feedback (page 15)
- Chapter 16.64: Clarification that maintenance of permeable surfacing on private properties is the responsibility of the property owner and other changes based on input from the City's Environmental Services Manager.
- Chapter 16.89: Wording changes

Commissioners discussed the proposed code amendments which consisted of a number of revisions, including design standard edits, clarifying the duties of the Planning Director, clarifying code interpretations made by the Planning Director, correcting grammatical errors and confusing language, modifying various design standards, clarifying automobile sign and temporary sign standards, clarifying lighting, clarifying application and review procedures, clarifying that the Planning Commission serves as the Site and Design Review Board when no separate Site and Design Review Board is appointed, clarifying landscaping requirements, altering the membership requirement of the Historic Review Board, and omitting outdated solar access/balance standards, and provided feedback to refine them prior to forwarding to the Council for final approval.

4) MOTION

Commissioner Joyce moved to approve the text amendments for Canby Land Development and Planning Ordinance TA 12-03 edits as submitted with the following changes on Page 4, 16.05.020 B and C changing specific to objective ; Page 18 omit the changes 16.42.015, paragraph b referring to the abandoned sign; Page 20 of 16.42.025 we omit paragraph A.1; Page 25, the reference in 16.43.060, paragraph A – wattages to be changed to lumens; the entirety of Chapter 16.43, the calculation changes as discussed by staff be addressed and adjusted to be in compliance with the DOE charts; Page 33, specifying a site and design review is Type III and site plan review is a Type I; Page 46 the change that added “encourage” be omitted and instead be “required,” and the same with Page 47; Page 48, remove the change in 5c remove perpetual care of the facility and revert back to maintenance of the facility; Page 73 add the verbiage from the email dated January 14, 2013 from Kim Scheafer, City Recorder for the Canby Historic Society. Motion was seconded by Commissioner Kocher. **The motion passed 6/0.**

4. **CITIZEN INPUT ON NON-AGENDA ITEMS - None**

5. **FINAL DECISIONS None**

6. **MINUTES**

- a. Regular Planning Commission Meeting Minutes will be available for review at the next meeting.

7. ITEMS OF INTEREST/REPORT FROM STAFF

- a. New Planning Commission Member Orientation – Mr. Brown told the Commissioners about the Planners website available for Planning Commissioners and staff.
- b. Mr. Brown briefly discussed the Planning Commission Policies and Procedures and encouraged the Commissioners to read it.
- c. Mr. Brown distributed the Canby Community Visioning report and encouraged Commissioners to take the online survey.
- d. Mr. Brown suggested the Planning Commission set goals for the next year.
- e. Mr. Brown briefly discussed the Fred Meyer Design Review application, and the LUBA appeal to the Fred Meyer Text Amendment and Zone change approved by the Council.

8. ITEMS OF INTEREST/GUIDANCE FROM PLANNING COMMISSION:

- a. Commissioner Smith thanked the Commissioners for electing him chair. He also thanked staff for their organization. He also provided some guidelines for the new Commissioners.

9. ADJOURNMENT:

Commissioner Kocher made a motion to adjourn, Commissioner Proctor seconded the motion. Motion passed 6/0. The meeting was adjourned 9:03 pm