

MINUTES
CANBY PLANNING COMMISSION
7:00 PM – March 10, 2014
City Council Chambers – 155 NW 2nd Avenue

PRESENT: Commissioners Tyler Smith, John Savory, Shawn Hensley, John Serlet, and Larry Boatwright

ABSENT: None

STAFF: Bryan Brown, Planning Director, Renate Mengelberg, Economic Development Director, and Laney Fouse, Planning Staff

OTHERS: Curt McLeod

1. CALL TO ORDER

Chair Smith called the meeting to order at 7:00 pm. Chair Smith welcomed new Planning Commissioner Larry Boatwright.

2. CITIZEN INPUT – None

3. PUBLIC HEARINGS – None

4. NEW BUSINESS

- a. *Proposed Text Amendment (TA 14-01) – Consider an expedited development review option within the Canby Industrial Master Plan area.*

Bryan Brown, Planning Director, entered his report into the record about the proposed process and text changes for a Canby Pioneer Industrial Park Overlay Zone. He said this would create a predictable, speedy process for industrial customers who wanted to come to Canby. He said if they met all of the Code requirements, the applicant could choose either a Type II or a Type III process. He said for Type II application, a notice would go out to surrounding property owners who could then respond to staff with comments, after those comments were received, a staff report would be written, but the decision was the Planning Director's. He said the Type III process was the Planning Commission's decision and would be used if there was an aspect of the Code that was not fully met or an applicant wanted to substitute a standard. He explained the positive parts included reducing the process by 20-30 days and lessening the work load for staff. He said the negative sides were less review by not coming before the Planning Commission and less public vetting. Mr. Brown said they had been utilizing another area in the Code which was modifications to existing development, and those modifications were also a Type II process which had lessened the Planning Commission's workload by half.

Commissioner Savory asked what the average timeline for a Type III process was.

Mr. Brown said the goal was 45-60 days to get through the process. He said the clock did not start until the application was deemed complete and staff had 120 days to approve an application. He said the written notice of the public hearing allowed people to submit comments in writing before the public hearing and with the Type II applications, there were 10 days to respond with comments.

Chair Smith supported the concept. He said he did not think the public lost out on anything because there was an appeals process and this would simply streamline the process in some cases.

Mr. Brown said he thought half of applications submitted would use the Type II, and the other half would use the Type III. He said there might be a possible issue if through the Type II process it was found that there needed to be a Type III process.

Commissioner Savory asked about the jobs per acre provision which would be changed from 12 to 6.

Renate Mengelberg, Economic Development Director, explained the difficulty of attracting businesses at 12 jobs per acre and it was also hard to measure. She said manufacturing used sophisticated equipment that led to fewer but more highly skilled and better paying jobs. She said this streamlining would keep the Code more current. She said her preference would be to have no jobs per acre requirement, but to be conservative she had cut the number in half.

Mr. Brown commented that it would help the Industrial park avoid the large warehouse type facilities that had only a few people working in them.

Commissioner Savory asked what xeriscape meant. Ms. Mengelberg said it was sustainability oriented and had to do with drought tolerant plants in the landscape design.

Commissioners reached a consensus to move forward with the proposed text amendment. Mr. Brown said staff would bring this back to the Commission in about 40-50 days.

5. FINAL FINDINGS

a. SUB 13-01 Northwood Estates Phase II Findings, Conclusions and Final Order

Mr. Brown said for Condition #76 there was an error in one of the lot numbers. He said he would have to review what the lot number should be.

Commissioner Savory suggested for Condition #22 to remove the second “only.”

There was consensus to adopt the Final Findings for Northwood Estates Phase II Findings, Conclusions and Final Order (SUB 13-01) as amended on Condition #22 and authorizing staff to check for accuracy of the lot numbers on Condition #76.

6. MINUTES

a. January 27, 2014 – Planning Commission Minutes

***Motion:** A motion was made by Commissioner Hensley and seconded by Commissioner Savory to approve the January 27, 2014 minutes as written. Motion passed 4/0, 1 abstention.*

7. ITEMS OF INTEREST FROM STAFF

a. Jason Bristol’s Emerald Gardens Townhomes

Mr. Brown discussed an upcoming 15 unit attached townhomes application for property between 3rd and 4th Avenues by the Fairgrounds.

b. Dinsmore Estates Subdivision Phase II

Mr. Brown reported on a new subdivision application that was on 10 acres just south of 13th Avenue.

Mr. Brown reported that two annexation applications would be coming in front of the Commission in June to be on the November ballot.

- c. Ms. Mengelberg, Economic Development Director is launching a new program available for business developers called “Open Counter,” an online program to make the permitting process easier and more understandable to businesses.

8. ITEMS OF INTEREST/GUIDANCE FROM PLANNING COMMISSION

Commissioner Savory asked about the code changes for two-story buildings. Mr. Brown said the direction was to keep a master list of code changes and bring them to the Commission each meeting or every other meeting for concurrence, and once or twice a year make the changes to the code. The two-story issue would be brought back to the Commission soon.

9. ADJOURNMENT

Motion: Commissioner Savory moved for adjournment, Commissioner Hensley seconded. Motion passed 5/0. Meeting adjourned at 7:53 pm.

The undersigned certify the **March 10, 2014** were presented to and **APPROVED** by the Planning Commission of the City of Canby.

DATED this 28th day of April, 2014

Bryan Brown, Planning Director

Laney Fouse, Minutes Taker

Assisted with Preparation of Minutes – Susan Wood