

**PLANNING COMMISSION
Meeting Agenda
Monday – February 10, 2014
7:00 PM**

City Council Chambers – 155 NW 2nd Avenue

Commissioner Tyler Smith (Chair)

**Commissioner John Proctor
Commissioner John Savory
Commissioner (Vacant)**

**Commissioner Shawn Hensley
Commissioner John Serlet
Commissioner (Vacant)**

- 1. CALL TO ORDER**
- 2. NEW BUSINESS**
 - a. *Select a Vice Chair*
 - b. *Provide staff direction for proposed Text Amendment changes to the code for downtown landscaping and two-story building requirements.*
- 3. PUBLIC HEARING**
- 4. CITIZEN INPUT ON NON-AGENDA ITEMS**
- 5. FINAL DECISIONS None**
- 6. MINUTES**
 - a. Planning Commission Minutes, December 9, 2013
 - b. Planning Commission Minutes, January 27, 2014
- 7. ITEMS OF INTEREST/REPORT FROM STAFF**
 - a. Next Planning Commission Meeting, Monday, February 24, 2014
- 8. ITEMS OF INTEREST/GUIDANCE FROM PLANNING COMMISSION**
- 9. ADJOURNMENT**

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for person with disabilities should be made at least 48 hours before the meeting at 503-266-7001.

*A copy of this agenda can be found on the City's web page at www.ci.canby.or.us
City Council and Planning Commission Meetings are broadcast live and can be viewed on OCTS Channel 5.
For a schedule of the playback times, please call 503-263-6287.*

PUBLIC HEARING FORMAT

The public hearing will be conducted as follows:

- **STAFF REPORT**
- **QUESTIONS** (If any, by the Planning Commission or staff)
- **OPEN PUBLIC HEARING FOR TESTIMONY:**
 - APPLICANT** (Not more than 15 minutes)
 - PROPOSERS** (Persons in favor of application) (Not more than 5 minutes per person)
 - OPPOSERS** (Persons opposed to application) (Not more than 5 minutes per person)
 - NEUTRAL** (Persons with no opinion) (Not more than 5 minutes per person)
 - REBUTTAL** (By applicant, not more than 10 minutes)
- **CLOSE PUBLIC HEARING** (No further public testimony allowed)
- **QUESTIONS** (If any by the Planning Commission)
- **DISCUSSION** (By the Planning Commission)
- **DECISION** (By the Planning Commission)

All interested persons in attendance shall be heard on the matter. If you wish to testify on this matter, please step forward when the Chair calls for Proponents if you favor the application; or Opponents if you are opposed to the application; to the microphone, state your name address, and interest in the matter. You will also need to sign the Testimony sheet at the microphone with your name and address. You may be limited by time for your statement, depending upon how many people wish to testify.

EVERYONE PRESENT IS ENCOURAGED TO TESTIFY, EVEN IF IT IS ONLY TO CONCUR WITH PREVIOUS TESTIMONY. All questions must be directed through the Chair. Any evidence to be considered must be submitted to the hearing body for public access.

Testimony and evidence must be directed toward the applicable criteria listed on the wall.

Failure to raise an issue accompanied by statements or evidence sufficient to afford the decision-maker and interested parties an opportunity to respond to the issue, may preclude appeal to the City Council and the Land Use Board of Appeals based on that issue.

Failure of the applicant to raise constitutional or other issues relating to proposed conditions of approval with sufficient specificity to allow the local government to respond to the issue may preclude an action for damages in circuit court.

Before the conclusion of the initial evidentiary hearing, any participant may ask the hearings body for an opportunity to present additional relevant evidence or testimony that is within the scope of the hearing. The Planning Commission shall grant such requests by continuing the public hearing or leaving the record open for additional written evidence or testimony. Any such continuance or extension shall be subject to the limitations of the 120-day rule, unless the continuance or extension is requested or agreed to by the applicant.

If additional documents or evidence are provided by any party, the Planning Commission may, if requested, allow a continuance or leave the record open to allow the parties a reasonable opportunity to respond. Any such continuance or extension of the record requested by an applicant shall result in a corresponding extension of the 120-day time period.



PLANNING COMMISSION

Presentation on City Landscaping Ordinance

Monday, December 9, 2013



BEFORE

1st Avenue at N Grant St



AFTER

1ST Avenue at N Grant St

Planning Commission Presentation on City Landscaping Ordinance

16.49.070 Landscaping Provisions:

The intent is to establish standards for landscaping in order to enhance the environmental and aesthetic quality of the city:

- By encouraging the retention and protection of existing trees and the planting of trees in new development
- By using trees and other landscape materials to temper the effects of the sun, wind, noise and air pollution
- By using trees and other landscape materials to define spaces and uses of specific areas
- Through the use of trees and other landscaping materials as a unifying element within the urban environment





16.49.080 General Provisions for Landscaping

- (A) They are minimum provisions
- (B) Purpose of landscaping is to improve the livability of residential neighborhoods, enhance the customer attraction of commercial areas, increase property values, improve the compatibility of adjacent uses, provide visual separation and physical buffers between incompatible adjacent lands uses, provide visual relief from the expanse of parking lots, screen undesirable views, contribute to the image and appeal of the overall community, and mitigate air and noise pollution.
- They also are intended to facilitate Low Impact Development techniques that: reduce erosion and storm water runoff, preserve and promote urban wildlife habitats, reduce the amount of carbon dioxide in the air, shade and reduce the temperature of adjacent waterways and pavement, and enhance the streetscapes along the public ROW with an emphasis on trees and LID storm facilities.



Minimum Area for Landscaping (% of total land area to be developed)

- ❖ 15% for Industrial and Commercial Zones
- ❖ 7.5% for Downtown – Commercial (C-1) Zone
- ❖ 30% for Residential Zones

Notes:

- i. Applies to development area on private property
- ii. Storm water management facilities are counted toward the minimum requirement when located on private property
- iii. The retention of existing healthy trees & vegetation is encouraged
- iv. Landscaping shall be designed and installed so that within 3 years 95% of the ground shall be covered by living grass or other plant material with the remaining 5% allowed to be mulch and up to 5% of landscape area may be covered with rock, stones, and similar material
- v. Required sidewalks shall not be used to meet landscape area.



16.49.090 Specifications-Tree and Plant Materials

Deciduous Trees – shall be a minimum of 2” caliper (6” above ground)

Coniferous Trees – shall be a minimum of 5’ in height

Shrubs – shall be 1 to 5 gallon size

Groundcovers – shall be fully rooted and welled leafed and used to fill
in and cover mulched areas without shrubs

Lawns – shall consist of grasses, sod, acceptable mix of seeds with
100% coverage in area utilized

16.49.100 Landscaping Installation

- Shall be completed prior to issuance of final certificate of occupancy
- Temporary CO issued when landscaping installation is immediately pending or in process
- A seasonal delay of landscaping installation of no more than 6-months from temporary occupancy is allowed when security equal to 110% of cost of landscaping materials and its installation is filed with the City
- All landscaping approved through Site & Design Review shall be continually maintained, including necessary watering, weeding, pruning and replacement, in a manner substantially similar to that originally approved



16.49.110 Landscape area credit for preservation of existing trees given

- 100% of natural area preserved may be counted toward required landscape area percentage
- Credit given for preservation shall not otherwise reduce or eliminate requirements pertaining to parking lots, buffering, and screening





16.49.120 Parking Lot Landscaping

(A) Goals of parking lot standards are to create shaded areas in parking lots to reduce glare, enhance the visual environment, and encourage the use of LID practices

(B) Parking Lot Landscaping Standards are Applicable to:

- Passenger vehicle parking area of 10 spaces or more
- Any paved vehicular area 3,500 square feet or larger
- Storage lot or a truck loading area shall be exempt from landscaping requirements within a parking lot

(C) Required Landscaping within a Parking Lot

- Area within a parking lot defined to include paved parking and maneuvering area and area within 10 feet of exterior curb surrounding parking area
- Interior areas shall be a minimum of 6 feet wide, 48 square feet in size, and contain one tree



16.49.120 Parking Lot Landscaping (continued)

(D) Minimum Landscape Area Required for Parking Area

- 15 % for all residential, industrial, and commercial zones
- 5% for Downtown-Commercial (C-1) zone
- 10% for Core Commercial sub-area of the DCO zone

(E) Parking areas with more than 16 spaces shall include landscape islands to break up rows of not more than 8 spaces

(F) Perimeter of Parking and Loading Area

- Screening of parking is required such that height and density within (3) years will shield vehicle headlights from headon visibility
- One tree shall be planted every 40 feet along the required setback of the parking area

(H) Irrigation or Available Water Supply

- Landscaped areas shall be provided with automatic irrigation systems or a readily available water supply with at least one outlet locate within approximately 150 feet of all plant materials to be maintained



Additional Landscape Ordinance Provisions

16.08.130 Standard Transportation Improvements

- ✓ Landscaping as part of a transportation facility is an outright permitted use

16.08.140 Temporary Vendor

- ✓ Temporary vendor shall be located on a paved surface. Inventory and equipment shall not be displayed or stored in any landscaped areas

16.16.030 R-1 Development Standards

- ✓ The maximum amount of impervious surface allowed in the R-1 zone shall be 60 percent of the lot area
- ✓ Impervious surface includes all surface areas that create a barrier to or hinder the entry of water into the soil in comparison with natural conditions prior to development

16.18.030 R-1.5 Development Standards

- ✓ The maximum amount of impervious surface allowed in the R-1.5 zone shall be 70 percent of the lot area

16.20.030 R-2 Development Standards

- ✓ The maximum amount of impervious surface allowed in the R-2 zone shall be 70 percent of the lot area



Additional Landscape Ordin. Provisions (Cont.)

16.35.050 Industrial Area Overlay Zone – Development Standards

- ✓ All landscaped areas shall be irrigated

16.35.070 I-O Design Review Matrix – Table 16.35.040

- ✓ Development applications are reviewed against the design guidelines in this Table – requirements ask for parking lot landscaping area and/or trees planted to exceed base requirement to obtain required points to meet design objectives

16.36.010 Overlay Zone Minimum Requirements for Residential PUD

- ✓ 15% of the gross area of the development shall be devoted to open space either in a common area or dedicated to the public

16.41.050 Downtown Canby Overlay Zone – Development Standards

- ✓ Screening: Garbage/recycling areas and mechanical equipment shall be screened with wall, fence or landscaping
- ✓ Parking: A minimum 5’ wide landscaped strip shall surround and abut the perimeter of the parking area



Additional Landscape Ordin. Provisions (Cont.)

16.44.030 Manufactured and Mobile Homes & Trailer Parks Standards and Criteria

- ✓ A minimum of fifteen percent of the total development shall be landscaped, including a strip at least fifteen feet wide along all interior lot lines

16.48 Site Plan Review

- ✓ In conjunction with building permit plan check, projects shall undergo a site plan review by staff which is intended to focus on code compliance and mitigation of health and safety hazards, but staff may also make certain recommendations intended to improve the overall quality or appearance of the development. This can and has included landscaping on occasion.

Table 16.49.040 Site Design Review Menu

As part of Site and Design Review, the following menu shall be used as part of the review. In order to “pass” this table 60% of total possible points shall be earned, 10% of the total possible points must be from LID elements

Design Criteria	Possible Points				
Parking	0	1	2	3	4
Screening of parking and/or loading facilities from public right-of-way	Not screened	Partially screened	Fully screened	-	-
Parking lot lighting provided	No	Yes	-	-	-
Parking location (behind building is best)	Front	Side	Behind	-	-
Number of parking spaces provided (% of minimum required)	>120%	101-120%	100%	-	-
Screening of Storage Areas and Utility Boxes	0	1	2	3	4
Trash storage is screened from view by solid wood fence, masonry wall or landscaping.	No	Yes	-	-	-
Trash storage is located away from adjacent property lines.	0 - 10 feet from adjacent property	11 - 25 feet from adjacent property	>25 feet from adjacent property	-	-
Utility equipment, including rooftop equipment, is screened from view.	Not screened	Partially screened	Fully screened	-	-
Access	0	1	2	3	4
Distance of access to nearest intersection.	≤70 feet	71 - 100 feet	>100 feet	-	-
Pedestrian walkways from public street/sidewalks to building entrances.	One entrance connected.	-	Walkways connecting all public streets/sidewalks to building entrances.	-	-
Pedestrian walkways from parking lot to building entrance.	No walkways	Walkway next to building only	Walkways connecting all parking areas to building entrances	-	-

Design Criteria	Possible Points				
Tree Retention	0	1	2	3	4
Percentage of trees retained	<10%	10-50%	51-75%	>75%	-
Replacement of trees removed	<50%	≥50%	-	-	-
Signs	0	1	2	3	4
Dimensional size of sign (% of maximum permitted)	>75%	50-75%	<50%	-	-
Similarity of sign color to building color	Not similar	Somewhat similar	Similar	-	-
Pole sign used	Yes	No	-	-	-
Building Appearance	0	1	2	3	4
Style (similar to surroundings)	Not similar	Somewhat similar (1 or 2 points possible depending on level of similarity)		-	-
Color (subdued and similar to surroundings is better)	Neither	Similar or subdued	Both	-	-
Material (concrete, wood and brick are best)	Either 1 or 2 points may assigned at the discretion of the Site and Design Review Board				
Size of building (smaller is better)	>20,000 square feet	≤20,000 square feet	-	-	-
Provision of public art (i.e. murals, statues, fountains, decorative bike racks, etc.)	No	-	-	-	Yes
Landscaping	0	1	2	3	4
Number of non-required trees provided	-	At least one tree per 500 square feet of landscaping.	-	-	-
Amount of grass (less grass is better) (% of total landscaped area)	>50%	25-50%	<25%	-	-
Low Impact Development (LID)	0	1	2	3	4
Use of pervious paving materials (% of total paved area)	<10%	-	10-50%	51-75%	>75%
Provision of park or open space area	None	-	Open space (Generally not for public use)	-	Park (public or privately owned for public use)

Design Criteria	Possible Points				
Use of drought tolerant species in landscaping (% of total plants)	<25% drought tolerant	-	25-50% drought tolerant	51-75% drought tolerant	>75% drought tolerant
Provision of additional interior parking lot landscaping (% of minimum required)	100%	101-110%	111-120%	>120%	-
Provision of an eco-roof or rooftop garden (% of total roof area)	<10%	-	-	10-50%	>50%
Parking integrated within building footprint (below-grade, structured parking, or tuck-under parking) (% of total on-site parking)	<10%	-	-	10-50%	>50%
Disconnecting downspouts from city stormwater facilities	None	Some downspouts disconnected	All downspouts disconnected	-	-
Shared parking with adjacent uses or public parking structure (% of total required parking spaces)	None	<50%	≥50%	-	-
Provision of rain gardens/bioretention areas for stormwater runoff (% of total landscaped area)	None	-	10-50%	51-75%	>75%
Total Possible Points = 71, 60%=42.6 points, 10%=7.1 points					

(Ord 1296, 2008; Ord 1338, 2010)

16.49.070 Landscaping provisions, Authority and intent.

The purpose of this section is to establish standards for landscaping within the City of Canby in order to enhance the environmental and aesthetic quality of the city:

- A.** By encouraging the retention and protection of existing trees and requiring the planting of trees in new developments;

- B.** By using trees and other landscaping materials to temper the effects of the sun, wind, noise and air pollution;

- C.** By using trees and other landscaping materials to define spaces and uses of the specific areas;

- D.** Through the use of trees and other landscaping materials as a unifying element within the urban environment; and

16.49.080 General provisions for landscaping.

A. The standards set forth in this section are minimum standards for landscaping.

B. The purpose of these landscaping standards is to provide uniform standards for the development and maintenance of the landscaping of private property and public rights-of-way. The purpose of landscaping is to improve the livability of residential neighborhoods, enhance the customer attraction of commercial areas, increase property values, improve the compatibility of adjacent uses, provide visual separation and physical buffers between incompatible adjacent land uses, provide visual relief from the expanse of parking lots, screen undesirable views, contribute to the image and appeal of the overall community, and mitigate air and noise pollution.

These standards are also intended to facilitate Low Impact Development (LID) techniques through the retention of existing native vegetation and mature, healthy trees, to the extent feasible. Additional LID related goals of this chapter are to: reduce erosion and storm water runoff; preserve and promote urban wildlife habitats; reduce the amount of carbon dioxide in the air; shade and reduce the temperature of adjacent waterways; and enhance the streetscapes along the city's public rights-of-way with an emphasis on trees and LID stormwater facilities.

C. The minimum area requirement for landscaping for developments coming under design review shall be the percentage of the total land area to be developed as follows. Parking lot landscaping area is included in calculating the following landscape areas:

1. Fifteen (15) percent for all industrial and commercial zones (except the Downtown-Commercial zone, but including the Commercial-Residential zone).

2. Seven and one-half (7.5) percent for the Downtown-Commercial zone.

3. Thirty (30) percent for all residential zones.

D. LID stormwater management facilities, such as rain gardens and bioretention areas, may be counted toward the minimum landscaping requirement when they are located on private property. LID facilities in the public right-of-way cannot be counted toward the minimum landscaping requirement. The integration of LID stormwater management facilities within required landscaping must be approved by the city and shall comply with the design and construction standards set forth in the Canby Public Works Design Standards.

E. Trees and other plant materials to be retained shall be identified on the landscape plan. The Site and Design Review Board encourages the retention, to the extent practicable, of existing healthy trees and vegetation.

F. During the construction process:

1. The owner or the owner's agent shall provide above and below ground protection for existing trees and plant materials identified to remain.

2. Trees and plant materials identified for preservation shall be protected by chain link fencing placed around the tree, at the drip line.

3. If it is necessary to fence within the drip line, such fencing shall be specified by a qualified arborist, nurseryman or landscape architect.

4. Neither top soil storage nor construction material storage shall be located within the drip line of trees designated to be preserved.

5. Where site conditions make necessary grading, building, paving, trenching, boring, digging, or other similar encroachment upon a preserved tree's drip line area, such grading, paving, trenching, boring, digging or similar encroachment shall only be permitted under the direction of a qualified arborist, nurseryman or landscape architect. Such direction must assure that the health needs of trees within the preserved area can be met.

6. Tree root ends shall not remain exposed.

G. Landscaping under preserved trees shall be compatible with the retention and health of said trees.

H. When it is necessary for a preserved tree to be moved in accordance with the Tree Ordinance, the landscaped area surrounding said tree or trees shall be maintained and replanted with trees which relate to the present landscape plan, or if there is no landscaping plan, then trees which are complimentary with existing, nearby landscape materials.

I. Any required landscaped area shall be designed, constructed, installed and maintained so that within three (3) years, the ground shall be covered by living grass

or other plant material. (The foliage crown of trees shall not be used to meet this requirement.) A maximum of five percent of the landscaped area may be covered with bark chips, mulch, or other similar materials. A maximum of five percent of the landscaped area may be covered with rock, stones, walkways, or other similar material acceptable to the Board. Required sidewalks shall not be used to meet the landscaping requirements.

J. All trees and plant materials shall be healthy, disease-free, damage-free, well-branched stock, characteristic of the species. The use of tree and plant species native to the Pacific Northwest is encouraged. Any new street tree planted must be included on the city's list of approved tree species.

K. Landscaping methods should be guided by the provisions of the most recent edition of the Sunset Western Garden Book or similar publication.

L. The following guidelines are suggested to insure the longevity and continued vigor of plant materials:

1. Select and site permanent landscape materials in such a manner as to produce a hardy and drought-resistant landscaped area.
2. Consider soil type and depth, spacing, exposure to sun and wind, slope and contours of the site, building walls and overhangs, and compatibility with existing native vegetation preserved on the site or in the vicinity.

M. All plant growth in landscaped areas of developments shall be controlled by pruning, trimming or otherwise, so that:

1. It will not interfere with designated pedestrian or vehicular access; and
2. It will not constitute a traffic hazard because of reduced visibility.
3. It will not hinder solar access considerations.

N. After completion of site grading, topsoil is to be restored to exposed cut and fill areas to provide a suitable base for seeding and planting.

O. All planting areas shall be graded to provide positive drainage.

P. Neither soil, water, plant materials nor mulching materials shall be allowed to wash across roadways or walkways. (Ord. 890 section 49, 1993; Ord. 854 section 1, 1991; Ord. 848, Part IV, section 2, 1990; Ord. 955 section 26, 1996; Ord. 1237, 2007; Ord. 1338, 2010)

16.49.090 Specifications for tree and plant materials.

A. Deciduous Trees. Deciduous shade and ornamental trees shall be a minimum of two inch (2") caliper, measured six inches (6") above ground, balled and burlapped.

Bareroot trees will be acceptable to plant during their dormant season. Trees shall be well branched and characteristically shaped specimen.

B. Coniferous Trees. Coniferous trees shall be a minimum five feet (5') in height above ground, balled and burlapped. Trees shall be well branched and characteristically shaped specimen.

C. Evergreen and Deciduous Shrubs. Evergreen and deciduous shrubs shall be at least one (1) to five (5) gallon size. Shrubs shall be characteristically branched. Side of shrub with best foliage shall be oriented to public view.

D. Ground covers. Ground covers shall be fully rooted and shall be well branched or leafed.

E. Lawns. Lawns shall consist of grasses, including sod, or seeds of acceptable mix within the local landscape industry. Lawns shall be 100 percent coverage and weed free. (Ord. 890 section 46, 1993; Ord. 848, Part IV, section 3, 1990)

16.49.100 Landscaping installation and maintenance.

A. Except as allowed by subsection (2), all landscaping and exterior improvements required as part of the site and design review approval shall be completed prior to the issuance of any certificate of occupancy.

B. A temporary certificate of occupancy may be issued prior to the complete installation of all required landscaping and exterior improvements if security equal to 110 percent of the cost of the landscaping and exterior improvements, as determined by the Site and Design Review Board or City Planner, is filed with the city, assuring such installation within a time specified by the Board, but not to exceed six (6) months after occupancy. The applicant shall provide the cost estimates of landscaping materials and installation to the satisfaction of the Site and Design Review Board, City Planner, or city forester, prior to approval of the security. Security may consist of a faithful performance bond payable to the City of Canby, cash, certified check, time certificate of deposit, or assignment of a savings account; and the form shall meet with the approval of the City Attorney. If the installation of the landscaping or other exterior improvements is not completed within the period specified by the Board or City Planner, the security may be used by the city to complete the installation. Upon completion of the installation, any portion of the remaining security deposited with the city shall be returned. The final landscape and exterior improvement inspection shall be made prior to any security being returned. Any portion of the plan not installed, not installed properly, or not properly maintained shall cause the inspection to be postponed until the project is completed, or shall cause the security to be used by the city.

C. All landscaping approved through the site and design review process shall be continually maintained, including necessary watering, weeding, pruning and replacement, in a manner substantially similar to that originally approved by the Site

and Design Review Board, unless later altered with Board approval. (Ord. 890 section 47, 1993; Ord. 848, Part IV, section 4, 1990)

16.49.110 Landscape area credit for preservation of existing trees and tree groves.

A. Policy. It being the policy of the City of Canby to preserve healthy, mature trees wherever possible within its city limits, a system of landscape area credits is hereby established as an incentive for property owners and developers to preserve existing healthy, mature trees and to include them in the landscape plan for a proposed development.

B. Purpose. The primary goal of the landscape credit is to prevent haphazard removal and destruction of trees and tree groves, in order to preserve the ecological health, aesthetic character, and quality of life in Canby. Tree retention provides substantial benefits, including but not limited to erosion prevention, reduction in storm-water runoff, improved water and air quality, energy conservation, carbon sequestration, reductions in the development impacts on the stormwater drainage system, and better transition between adjacent land uses.

C. Landscape Credit.

1. Program for Landscape Credit. One hundred percent (100%) of the area preserved under any mature, healthy tree or grove of trees retained in the landscape (as approved by the Site and Design Review Board) may be counted directly toward the percentage of landscaping required for a development.

2. Limit to Landscape Area Credit.

a. Landscape credit for preserved trees or tree groves shall not eliminate or reduce the landscaping requirements pertaining to parking lots, buffering, and screening.

b. Landscape credits for individual trees shall not comprise more than 40 percent of the total landscape requirement. For example, in districts requiring 15 percent landscaping, preserved tree area shall not count toward more than 9 percent of the requirement).

c. Landscape credits for preserved tree groves shall not comprise more than 60 percent of the total landscape requirement. A grove is defined as a stand of three or more healthy, mature trees located close together to provide some overlap in canopy coverage.

3. Trees Near a Property Line:

a. When the drip line of a tree extends beyond the owner's property line, credit can be granted for that portion of the drip line within the property line if that area exceeds 75 percent of the total drip line area. Trees so close to the property line

that their drip line area is less than 75 percent of the total, can only be given credit if a qualified arborist, nurseryman or landscape architect can assure the survival of the tree and its long term health if root damage is sustained by future development on the adjacent property.

b. Where trees have been preserved near a property line, such that the drip line of the tree spreads onto adjacent property, credit can be obtained by the adjacent property owner for protection of the drip line area that extends onto that adjacent property.

D. Trees and tree groves to be preserved and counted toward the landscape credit shall be identified on the landscape plan. (Ord. 890 section 48, 1993; Ord. 848, Part IV, section 5, 1990; Ord. 1338, 2010)

16.49.120 Parking lot landscaping standards.

A. General Provisions. In addition to the objectives stated in section 2 of this ordinance, goals of parking lot standards are to create shaded areas in parking lots to reduce glare, enhance the visual environment, and encourage the use of LID practices. The design of the parking area shall be the responsibility of the developer and should consider visibility of signage, traffic circulation, comfortable pedestrian access, and aesthetics. Trees shall not be cited as a reason for applying for or granting a variance on placement of signs.

B. Application. Parking lot landscaping standards shall apply to any surface passenger vehicle parking area of ten (10) spaces or more, or to any paved vehicular use area 3,500 square feet or larger on the same tax lot or on contiguous tax lots under common ownership. Any paved vehicular area which is used specifically as a utility storage lot or a truck loading area shall be exempt from landscaping requirements within a parking lot.

C. Landscaping Within a Parking Lot.

1. Area within a parking lot shall include the paved parking and maneuvering area, as well as any area within ten (10) feet of any exterior face of curb surrounding the paved parking and maneuvering area.

2. Each interior landscaped area shall be a minimum of six (6) feet wide, unless the area is added to the required perimeter landscaping.

3. The use of LID best management practices in parking lots is encouraged whenever site and soil conditions make it feasible. Such practices include, but are not limited to, permeable surfacing materials, and integrating LID stormwater management facilities into the required landscaping areas.

D. Computing Minimum Area Required to be Landscaped Within a Parking Lot. Minimum area required to be landscaped within a parking lot shall be as follows:

G. Perimeter of Parking and Loading Areas:

1. Screening of parking and loading areas is required. Within three (3) years of planting, screening shall be of such height and density as to shield vehicle headlights from head-on visibility.
2. In addition, one (1) deciduous, evergreen and/or shade tree shall be planted every forty (40) feet, minimum, along the required setback of the vehicular use area.

H. Irrigation System or Available Water Supply Required. Landscaped areas shall be provided with automatic irrigation systems or a readily available water supply with at least one (1) outlet located within approximately 150 feet of all plant materials to be maintained. (Ord. 890 section 49, 1993; Ord. 848, Part IV, section 6, 1990, Ord 1296, 2008; Ord. 1338, 2010)

16.49.130 Revegetation in unlandscaped areas.

The purpose of this section is to ensure erosion protection for those areas which are not included within the landscape percentage requirements so that eventually native plants will re-establish themselves, and so that trees will not be lost due to uncontrolled erosion.

A. Replanting. Where natural vegetation has been removed or damaged through grading in areas not affected by the landscaping requirement and that are not to be occupied by structures or other improvements, such areas shall be replanted with materials approved by the Site and Design Review Board.

B. Plant materials shall be watered at intervals sufficient to assure survival and growth for a minimum of two (2) growing seasons. (Ord.848, Part IV, section 7, 1990)

16.49.140 Minor revisions to approved landscaped plans.

Minor revisions (less than 10 percent of the landscaped area) to the approved landscaped plans shall be reviewed and approved by the City Planner. The City Planner shall report any minor revisions to the Site and Design Review Board at the next available Board meeting. (Ord. 890 section 50, 1993)

16.49.150 Parking lots or paving projects.

All new paving or parking lot projects which create over 2,500 square feet of impervious surface and any new paving added to existing paving areas which creates a total of more than 2,500 square feet of impervious surface must meet City storm drainage requirements, parking lot landscaping standards and the drainage and access standards of the Oregon Department of Transportation (if applicable). Applicants for such paving projects must submit an application to the Planning Department. Application procedures shall be as described in Chapter 16.89. (Ord. 1019 section 3, 1999; Ord. 1080, 2001)



“Downtown” Canby Business District Primarily a 1-Story Pedestrian Environment



NW 1st Avenue at N Grant St



**Existing Downtown Building Inventory
Predominantly 1-Story**

NW 1ST Avenue at N Holly St



Andrus Building – NW 3rd Avenue New 2-Story Buildings fit in Well



**Aerial Photo – Downtown Canby (4 blocks)
A mixture of 1 & 2-Story Building Can be Seen**

COUNCIL WORKSESSION

CBD 2-Story & Floor Area Ratio Standard

Legislative Intent:

The overall intent of adopting the above code provisions were to drive and create a vibrant downtown with an increased intensity of use. These standards came from adoption of the Downtown Master Plan in 2001 and the actual code provisions were adopted in 2008.

- These standards were driven by the successful Mainstreet program philosophy that emphasizes that your ground floor in a downtown be for retail and an upstairs be for residential or office uses.
- Having greater population in or near downtown has been shown to stimulate vibrancy and offers a unique and desirable living opportunity to some that directly supports downtown businesses.



Creating A Vibrant City Center

Principals and Strategies: Centered on creating a city center with diverse but complimentary uses and a visually appealing, comfortable, and secure environment.

- Promote diversity of use
- Encourage compactness
- Foster intensity of development
- Ensure a balance of activities
- Provide for accessibility
- Create functional linkages
- Build a positive identity



Creating a Vibrant City Center (continued)

Market Components:

- ❖ Retail Activity
- ❖ Offices
- ❖ Housing
- ❖ Cultural, Government, Entertainment Facilities
- ❖ For larger Downtowns – Hotels, Convention/Conference Space

Critical Areas of Focus:

- 1) Importance of Place - Uniqueness
- 2) Well Designed Public Realm – Civic Plazas, Streetscape Design
- 3) Good Vehicular Circulation
- 4) Adequate Public Parking Facilities
- 5) Public Transit Availability





How Do We Get There - Vibrant City Center?

Through Downtown Visioning, a Development Plan, and Code

- ✓ This has been done and accomplished with Adoption of the Canby Downtown Plan in 2001: An extensive community driven visioning process led to the creation and adoption of the Canby Downtown Plan.
- ✓ This has been done and accomplished with the passing of Ordinance 1296: This ordinance implemented the Downtown Plan through the codification of new Downtown Development Standards, Design Guidelines, and Design Standards. A new Chapter 16.41 Downtown Canby Overlay (DC) Zone was added to the Land Development and Planning Ordinance (Title 16), among other implementing text amendments.

2-Story Intent ? – C-1 Zoned Portion of Core Commercial Subarea of DCO

Current Code Text - 16.41.010(A):

The proposed FAR in conjunction with the maximum lot coverage ensures that the development will be a minimum of two floors along the street in the C-1 portion of the Core Commercial area.

Staff Comment:

This statement is in a “purpose” paragraph. It can be argued that it is not a development standard. The text certainly appears to impart a clear intent for new buildings to be 2-story. However, the statement is wrong, as we discovered with the library proposal. There is “no maximum lot coverage standard” and the authors did not account for the result of no on-site parking. On-site surface parking is included in the FAR calculation which if provided would ensure a two story building. The FAR on its own does not work to prohibit one-story structures when on-site parking is not provided.





Floor Area Ratio Requirement

Definition:

Floor area ratio means a method of calculating structural massing on a lot. Floor Area Ratio is expressed as a ratio of x divided by y , where x is equal to the sum of the gross floor area of all stories above grade plane, as measured to the outside surface of exterior walls, and y is equal to the lot area net of any publicly dedicated right-of-way or land. Detached accessory structures and detached or attached parking structures above grade plane are not included in the gross floor area calculation.

In short: FAR is the ratio of total floor area of a building to the total net lot area (in our case exclusive of parking structures but inclusive of surface parking).

- FAR is a measure of the intensity of use of a site – controls building mass & perceived bulk – taller building with smaller footprint
- It is not an absolute determinant of height or site coverage



16.41.050 Table 3 Floor Area Ratio Development Standard

Minimum floor area ratio is 0.8 in the C-1 zone only within the CC subarea of the Downtown Canby Overlay (DCO)

When combined with the other development standards – minimum & maximum setbacks from the lot line (0' & 10'), street lot minimum building percentage at the minimum setback of 60%, a maximum building footprint of 30,000 sf, and a maximum height of 60' – the arrangement and form of the building on the lot is determined within the “intensity” allowed by the FAR.

This section of the Code provides:

- No minimum building height – (a one-story building is allowed)
- No development standard requiring a minimum of 2-floors
- No maximum lot coverage provision (only landscape % controls)

16.41.060 DCO Site Design Review Guidelines

(A)(3)(c) Findings and Objectives

... Given Canby's desire to create a thriving pedestrian and business district, it is important that uses above the ground floor encourage housing and allow for commercial uses.

(B)(2)(a) ... Core Commercial Sub-Area (CC)

... The "downtown" portion of this subarea extends along 1st and 2nd Avenues between Cedar and Knott Streets and extending northward along Grant & Holly past Wait Park to 4th Avenue. This is the "heart" of Canby. The built environment is characterized by one to two story buildings with commercial storefronts built up to the sidewalks containing more or less a solid building wall. The result is a more active and vibrant street life than may be found elsewhere in the City.



16.41.070 DCO Site Design Review Standards

The standards in this section provide a framework for how a building should look, function, and feel. The standards provide clear and objective guidance to specific design elements. They vary by subarea, and options are provided in many cases to meet a specific goal.

- Pedestrian oriented ground floor standards
- Cohesive architectural element standards
- Integrated building façade standards
- Corner intersection standards
- Materials standards
- Color palette





Conclusions From Staff

- ❑ We need to amend the relevant ordinance sections to clarify our intent with regard to requiring 2-story buildings in the “Downtown”
- ❑ To fully implement the original “intent” of the Downtown Canby Plan, we should ensure that the 2-story standard is fully implemented by adding a 2-story development standard and possibly a “maximum lot coverage” standard and/or adjustment to the FAR upward to assure all new buildings in the “Downtown” will contain 2-story’s and/or at least the appearance (as defined) of 2-stories, applicable to the C-1 zoned area of the core commercial subarea of the Downtown Overlay.
- ❑ The Development Standards could contain a 2-story exception for buildings (as defined) that present a tall one-story appearance for a minimum percentage of the overall building length along the street frontage.



Alternative Direction

- Amend the applicable ordinance sections to encourage and incentivize 2-story buildings but retain flexibility to approve new 1-story buildings. Reasons might include:
 - There are likely to be potential future new or redevelopment proposals considered that do not contain 2-stories due to the added expense or particular needs of the use.

Caution – Urban Design Professionals would advise that:

Many of these uses would likely not be compatible with the goals of the Downtown Plan and therefore less likely to result in an increased intensity of use within the downtown with little to no opportunity for future upper story housing within the “Downtown” contributing to a lack of uniqueness and sense of place which may lead to a less vibrant “Downtown” .

Chapter 16.41

DOWNTOWN CANBY OVERLAY (DCO) ZONE

Sections

- 16.41.010 Purpose.
- 16.41.020 Applicability.
- 16.41.030 Uses permitted outright.
- 16.41.040 Conditional uses.
- 16.41.050 Development standards.
- 16.41.060 DCO site and design review guidelines.
- 16.41.070 DCO site and design review standards.

16.41.010 Purpose.

The purpose of the Downtown Canby Overlay (DCO) zone is to:



Figure 1
Commercial development example concept



Figure 2
Cohesive architectural elements create a human-scale environment

A. Encourage more intense development in the Core Commercial area and allow for more intensive development in the Transitional Commercial area over time. Intensity of development and the relationship between setbacks, lot coverage and floor area ratio address this objective. Floor area ratios (FAR) are intended to work with building height and setback standards to control the overall bulk of the building. The proposed FAR in conjunction with the maximum lot coverage ensures that the development will be a minimum of two floors along the street in the C-1 portion of the Core Commercial area.

B. Create a pedestrian friendly environment in the Core Commercial and Transitional Commercial areas while allowing for a more auto-oriented focus in the Outer Highway Commercial area. A comfortable pedestrian-oriented environment and limited setbacks are important in the Core Commercial and Transitional Commercial areas. In the Outer Highway Commercial area, a portion of development should be closer to the road to provide visual connection and signal that drivers are entering an urban area. Larger setbacks in the Outer Highway Commercial area also allows for more

Figure 13 Building Footprint for Multi-Use Structure

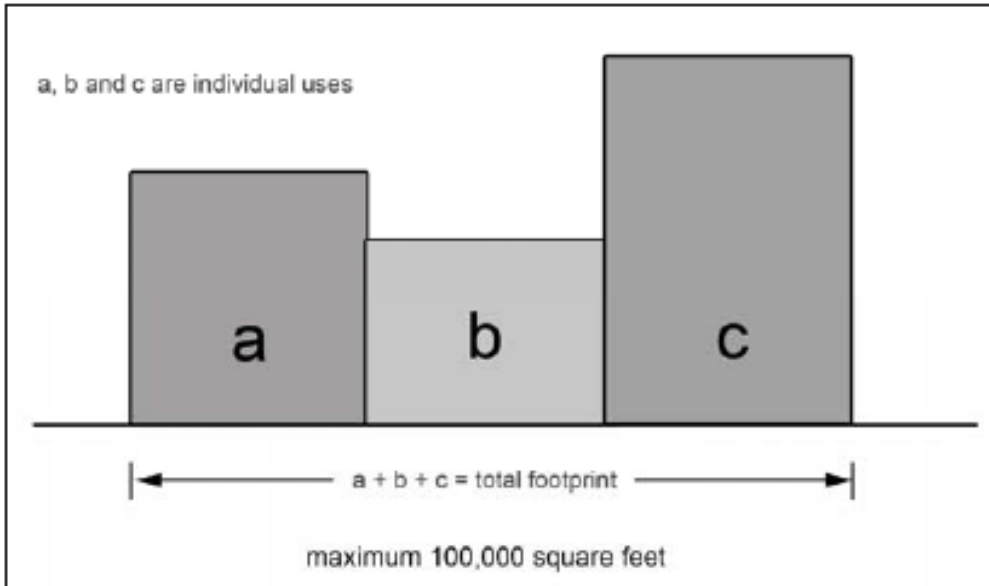
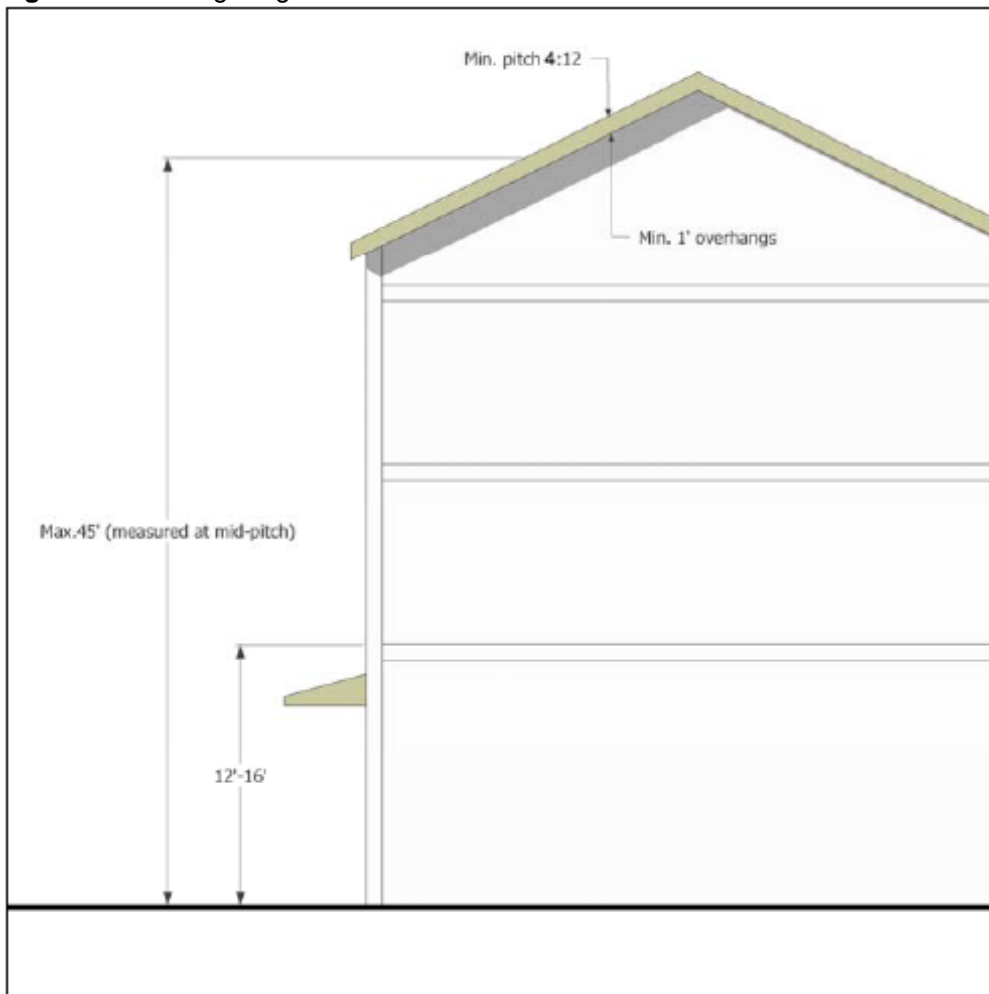


Figure 14 Building Height Limitations



parking space may count the entirety of the parking space towards its off-street parking requirement. (Ord. 1296, 2008)

16.41.060 DCO site and design review guidelines.

A. Findings and objectives.

1. The City Council finds that physical appearance and design of buildings in the city's primary commercial areas has a strong impact on the community's economic well-being, quality of life and sense of character and identity. High-quality design of these buildings, with special attention to the relationship between buildings, people and the surrounding physical space will help spur investment in the city; enhance use and value of land and improvements; improve the stability and value of property; and generally improve the experience of residents and visitors who use these commercial areas.

2. Administration of design standards should be efficient and effective and provide a level of certainty for property and business owners, as well as other community members. It is important to provide a set of clear and objective standards that may be administered relatively quickly and easily for most applicants. At the same time, it is important to provide an alternative path that provides flexibility for applicants that may want to take a more innovative approach which meeting the intent of the clear and objective standards.

3. The objectives of the design standards in this section include the following:



Figure 17

A high degree of transparency (windows) helps create a sense of interaction between activities inside and outside the building

a. Create a pedestrian-oriented environment through design of ground floors. Fostering interaction between activities within buildings and activities within the public realm (the sidewalk and street) is crucial to creating a vibrant and interesting built environment. A high degree of transparency between the two realms creates visual interest for the pedestrian on the sidewalk, and promotes a more active, engaging pedestrian experience. Design of ground floor windows and building entries is important to achieving this goal. In addition, courtyards, arcades and special paving enhance the pedestrian environment by providing pleasing, semi-public transitions between the public and private realms, effectively creating a "threshold" between the sidewalk and the building (see Figure 17).

b. Establish cohesive architectural elements. Well-designed, repetitive building elements tend to create a strong sense of place and leave a lasting physical memory. Cohesive and repetitive architectural "bays" along the street-facing ground floor of a

Floor area ratio means a method of calculating structural massing on a lot. Floor Area Ratio is expressed as a ratio of x divided by y, where x is equal to the sum of the gross floor area of all stories above grade plane, as measured to the outside surface of exterior walls, and y is equal to the lot area net of any publicly dedicated right-of-way or land. Detached accessory structures and detached or attached parking structures above grade plane are not included in the gross floor area calculation. (Ord 1296, 2008)

16.04.223 Frontage road.

Frontage road means a public or private drive which generally parallels a public street between the right-of-way and the front building setback line. The frontage road provides access to private properties while separating them from the arterial street (see also service roads). (Ord. 1043 section 3, 2000)

16.04.225 FCC.

The Federal Communications Commission; the federal agency that regulates interstate and international communications by radio, television, wire, satellite and cable. (Ord. 981 section 17, 1997)

16.04.228 Grade plane.

Grade plane means the average of finished ground level adjoining the building at exterior walls. Where the finished ground level slopes away from the exterior walls, the reference plane shall be established by the lowest points within the area between the building and the lot line or, where the lot line is more than 6 feet from the building, between the building and a point 6 feet from the building. (Ord 1296, 2008)

16.04.230 Height of building.

Height of building means the vertical distance from the grade to the highest point of the coping of a flat roof or to the deck line of a mansard roof or to the average height of the highest gable of a pitch or hip roof. (Ord. 740 section 10.1.20(B) [part], 1984)

16.04.240 Home occupation.

Home occupation means a lawful activity commonly carried on within a dwelling by members of the family occupying the dwelling with not more than one non-resident employee being engaged, provided that:

- A. The residential character of the building is maintained;
- B. The activity occupies less than one-quarter of the ground floor area of the building;
- C. The activity is conducted in such a manner as not to give an outward appearance nor manifest any characteristic of a business in the ordinary meaning of the term nor infringe upon the rights of neighboring residents to enjoy



Figure 18
Cohesive visual elements like columns and lighting improve the pedestrian experience



Figure 19
Design details such as a recessed entry, columns and decorative transom windows help articulate the ground floor and distinguish it from the upper floors



Figure 20
Upper stories on these uses allow for non-retail uses which are reflected in differing window treatments and other design

building create a pleasing sense of rhythm for the pedestrian, and help to scale and order the built environment as it is experienced from the sidewalk and street (see Figure 18).

c. Ensure that buildings have a unified design. Providing clear distinctions between different portions of a building is important for the building's appearance, consistency of design within a larger area and the ability of people to read or understand how the building functions. Building facades should have a clear and distinct base, middle, and top (Figure 19), utilizing horizontal bands and changes in color and / or material / or building massing and form to differentiate these breaks. The base of the building typically extends from the sidewalk to the bottom of the second story or the belt course / string course that separates the ground floor from the middle of the building (see Figure 19).

Given Canby's desire to create a thriving pedestrian and business district, it is important that uses above the ground floor encourage housing and allow for commercial uses. Upper floor windows should reflect this change in use (see Figure 20). The middle of the building often contains smaller, vertically-oriented windows to reflect changes in use on upper floors. Finally, the top of the building contains a "capping" element which visually terminates the façade and creates visual interest at the top of the building.

d. Reinforce the appearance and function of corners within core commercial area. Incorporating strong architectural elements where streets intersect not only results in a more visually interesting built environment, but enhances the way pedestrians "read" and understand city blocks by creating recognizable and memorable design elements at the corner of each block. For this reason, buildings on corner lots should be designed to not only address, but celebrate the corner (see Figure 21).

e. Use materials that reflect the character and values of Canby. Materials evoke emotions among visitors and residents and help define the character of the community. On the positive side, they can evoke a sense of timelessness, permanence, quality, strength and creativity. On the negative



Figure 21
The chamfered entry on this building reinforces the corner



Figure 22
Use of materials such as stone and stucco add to a feeling of permanence



Figure 23
These buildings in the commercial core illustrate desired design features in

side, they may connote feelings of transience, incongruity or inconsistency, weakness or tedium. Standards for materials are important to reflect and enhance the community's values and quality of life (see Figure 22).

B. Applicability.

1. General applicability.

- a. Subsection 16.41.060.C and section 16.41.070 define how and where different types of standards apply.
- b. Design standards apply only to the following:
 - (1) new developments;
 - (2) remodels which represent 60 percent tax assessed or more of the value of the existing building;
 - (3) façade improvements that would alter the exterior structure of the building.
- c. Design standards do not apply to the following:
 - (1) Interior remodels not combined with exterior changes and valued at less than 60 percent of the total improvement value of the property;
 - (2) Repair and maintenance of buildings, accessory structures, parking lots and pedestrian areas that present an immediate or potential risk of public safety;
 - (3) Normal or routine maintenance and repair of existing structures;
 - (4) Any type of construction that does not require a building permit;
 - (5) Temporary structures and emergency structures permitted pursuant to applicable code standards.

2. Sub-Areas. Site and design review standards are applied differently within the three sub-areas described below (see Figure 11).

- a. Core Commercial Sub-Area (CC). The "downtown" portion of this area extends primarily along 1st and 2nd Avenues between Cedar and Knott Streets, and extends northward, away from Highway 99E along Grant and Holly, past Wait



Figure 24
The Canby Herald Building in the commercial core incorporates many good design elements including a recessed entry, sign frieze, engaged columns and decorative lighting



Figure 25
Example of "cottage commercial" design in the Transitional Commercial sub-area



Figure 26
Example of commercial development in the Transitional Commercial sub-area

Park to 4th Avenue. This area is the "heart" of Canby. Here one will find the City's more historic, traditional commercial structures. The built environment is characterized by one to two story buildings with commercial storefronts, built up to the sidewalk, and containing a more or less solid "building wall." The result is a more active and vibrant street life than may be found elsewhere in the City. Future development in this area should continue this trend, designing commercial and mixed-use buildings that adequately address the sidewalk and create an engaging experience for pedestrians (see Figures 23 and 24).

The inner highway portion of the Core Commercial area spans the length of Highway 99E between Elm and Locust. In many ways, it serves as an extension of the Downtown Core, just across the highway. Because this area serves as a "gateway" from Highway 99E into the traditional downtown and serves many of the same purposes and types of uses, buildings here should be appropriately scaled, inviting to pedestrians, and demonstrate high-quality architectural design. As a result, architectural standards for this area and the downtown are identical, although some development standards differ as described in section 16.41.050.

b. Transitional Commercial Sub-Area (TC). This area is characterized by a mix of single-family homes and smaller-scaled commercial developments, which often take the form of conversions of existing single-family homes. Larger front setbacks and landscaping (including front yards) characterize the area. The future of this area will likely include commercial storefronts that address the sidewalk, albeit less intense than those in the Core, and residential developments. The overall result will be a truly mixed-use neighborhood, less intense than the Commercial Core, and with more greenscape and residential uses. Over time, commercial uses in portions of the Transitional Commercial district may transition to more intensive uses similar to the core downtown area and over time the relative boundaries between the two zones may shift somewhat. Requirements within the

MINUTES
PLANNING COMMISSION
December 9, 2013, 7:00 PM
City Council Chambers – 155 NW 2nd Avenue

PRESENT: Commissioners Tyler Smith, Sean Joyce, Charles Kocher, Shawn Hensley, John Savory, and John Serlet

ABSENT: Commissioners John Proctor

STAFF: Bryan Brown, Planning Director, Laney Fouse, Planning Staff, Jamie Stickle, Main Street Manager

OTHERS: Councilor Ken Rider, Peter Hostetler, Carol Palmer

1. CALL TO ORDER

Chair Smith called the meeting to order at 7 pm.

2. CITIZEN INPUT ON NON-AGENDA ITEMS - None

3. PUBLIC HEARINGS - None

4. NEW BUSINESS

a. Appeal of Planning Director's Zoning Interpretation - Moving Home to Vacant C-2 Zoned Property

Mr. Brown entered his staff report into the record. He said Peter Hostetler would like to move a historic residence to a vacant lot in a C-2 Zone although the code does not allow it. Mr. Brown said he tried to find a way to get this house moved but the code is pretty specific about not allowing new detached single-family use within the C-2 District.

Applicant

Mr. Hostetler said he was appealing Mr. Brown's interpretation based on the intent of the code, past precedent, and previous experience. He said he was attempting to get land use approval to relocate a residential historic landmark from a lot in a C2 zone to another lot in a C2 zone.

Mr. Hostetler said he believes it is the intent of the code to gradually transition residential uses from this district to commercial uses but not eliminate residential uses outright. He said this historic landmark is currently an obstacle to further development on the lot it is on. He said he is pursuing this proposal because he has done something like it before and the project

was permitted as a residential alteration. Mr. Hostetler said the interpretation by previous staff was that relocation could be defined as an alteration.

Proponents

Carol Palmer, Canby Historic Review Board member presented an historical review of the house and passed out information about the Mack House.

Discussion

Mr. Brown said in the previous house move indicated by Mr. Hostetler, the home was actually on a single tax lot under single ownership and the move was allowed because it was a continuing residential use of that property.

Commissioner Kocher said he felt we were being too strict and that the code does not allow common sense and by allowing the home to be moved we would be saving the history of Canby. He said under the circumstances he thinks the move should be allowed.

Chair Smith said staff's interpretation of the 16.28 of the code is correct. He suggested however that they consider approval of this under code section "16.28.010.Q - Similar commercial uses as determined by the Planning Commission." Chair Smith said they might be able to accomplish the common sense aspect with the exceptions written into the code.

Motion

Commissioner Joyce moved to make the determination that moving this historic home is appropriate and within the guidelines of 16.28.010.Q based upon the specific criteria of 1) it is being moved to a location surrounded by like uses which are residential, 2) it is one of three historic homes in Canby which gives it special status in the community, and 3) it is being moved from a C-2 Zone to a C-2 Zone so it is not changing its zoning. Commissioner Kocher seconded.

Chair Smith amended the motion to include 4) Planning Commission heard testimony on the historical nature of the house that adds a peculiar historical/commercial aspect to this particular project which puts it under Section 16.28.010.Q - Similar commercial uses as determined by the Planning Commission. Commissioner Joyce seconded, amendment passed 6/0. Motion with amendment passed 6/0.

b. Presentation on City's Landscaping Ordinance

Mr. Brown discussed the recent work session held with the City Council who had wanted information on the City's landscaping ordinance, particularly with regard to Downtown.

Commissioners and staff discussed parts of the landscaping code which made no sense for certain projects such as 1) landscaping requirements for zero setback properties, 2) the church which was required to put in a park bench to give it more points on the Site Design

Review Menu, and 3) the issue with the amount of landscaping required for the library design.

Mr. Brown talked about the intent of the landscaping provisions and how the standards were meant to enhance the City's environmental and aesthetic quality. He said we have not had any problems meeting the percentages for landscaping in any other zone except the downtown zone which is 7.5% of the site and it's a question about its application has only been raised twice including the recent library project.

Chair Smith said there should be some discussion about the language which limits the planting of trees anywhere to be listed on the City's list of approved tree species and to also remove the reference to the Sunset Western Garden Book.

Mr. Brown said he too thought the 7.5% landscaping requirement was somewhat out of character for the existing building and development pattern we have in the downtown. He said with the buildings we have, there is not that much landscaping in the downtown today and if it was fully redeveloped it would be greener than today.

Chair Smith said that they should wait for further direction from the Council.

Mr. Brown said the Commissioners could also make suggestions for changes in the code on their own.

Commissioners and staff agreed code changes should be done at least annually.

5. FINAL DECISIONS - None

6. MINUTES

a. November 25, 2013 Planning Commission Minutes

Motion:

Commissioner Savory moved to approve the minutes as written, Commissioner Serlet seconded the motion. Motion passed 6/0.

7. ITEMS OF INTEREST/REPORT FROM STAFF

a. Service Recognition for Commissioners Charles Kocher and Sean Joyce

Chair Smith presented thank you letters and recognition plaques to Commissioners Kocher and Joyce for their years of service.

b. Next regularly scheduled meeting is Monday, January 13, 2014

8. ITEMS OF INTEREST/GUIDANCE FROM PLANNING COMMISSION

9. ADJOURNMENT

Commissioner Savory made a motion to adjourn, Commissioner Hensley seconded. Motion passed 6/0. Meeting adjourned at 8:32 pm