MINUTES
CANBY PLANNING COMMISSION
February 11, 2013 at 7:00 PM
City Council Chambers – 155 NW 2nd Avenue

PRESENT: Commissioners Shawn Hensley, Charles Kocher, John Savory, Tyler Smith

ABSENT: Commissioners John Proctor and Sean Joyce

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

OTHERS: Lee Leighton, Councilor Ken Rider

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 - None

5. FINAL DECISIONS

Note: These are final, written versions of previous oral decisions. No public testimony.

a) Site and Design Review, Fred Meyer, DR 12-03

Bryan Brown, Planning Director talked about the editing process of the final, written version of the findings. He said bullet six in the findings had been corrected to read as follows "…6) Signage proposed on the canopy was determined to fall within the overall code allowance for all frontages for both number and size based on estimated size calculations for signs as depicted…."

Chair Smith asked staff to add the Commission's conclusion regarding the traffic study to the Final Findings.

MOTION:

Commissioner Savory made a motion to approve the findings as amended, Commissioner Hensley seconded. Motion passed: 4/0

6. MINUTES

a. Regular Planning Commission Minutes, January 28, 2013.

MOTION:
Commissioner Savory made a motion to approve the minutes as presented, Commissioner Kocher seconded. Motion passed: 4/0.

7. ITEMS OF INTEREST/REPORT FROM STAFF

a. Mr. Brown and the Commission reviewed the *Planning Commission Policies and Procedures.*
b. Mr. Brown said City policy for publishing agendas is 10 days prior to meeting and staff reports are available10 days prior to meetings.
c. Chair Smith said he would like staff to strongly discourage applicants and opponents from presenting large packets of materials to the Commission during their testimony time at meetings. He said this does not allow the Commission the ability to fully digest what is being presented.
d. Chair Smith said the terminology in the *Planning Commission Policies and Procedures* stating that the "concurrence of the majority of Commission members qualified to vote shall be necessary to decide any question before the Commission," could be interpreted in different ways and there needs to be some clarification on what it means.
e. Chair Smith suggested sending a letter of inquiry to the Council asking if three out of four Commissioners who are qualified to vote would be enough to decide any question before the Commission.
f. Mr. Brown said the next Planning Commission scheduled for Monday, February 25, 2013 will be cancelled.
g. Commissioners discussed the Planner's Web made available for their use.
h. Ms. Lehnert said some upcoming items will include the new Library and renovated City Hall as well as an application for 12,000 square foot addition to a sports warehouse. Mr. Brown said there may an application to rebuild McDonalds coming in.

8. ITEMS OF INTEREST/GUIDANCE FROM PLANNING COMMISSION

a. Commissioner Kocher asked about the Village on the Lochs application approved last year because he had not seen any building started. Mr. Brown said the applicant needed to apply for approval from the Corp of Engineers for a Letter of Map Amendment and could not move forward without it. He said those kind of applications can take a long time to obtain. Mr. Brown said the Planning Commission's approval was based on the property being out of the flood zone.

Mr. Brown said staff would follow up on the Village of the Lochs' application.

9. ADJOURNMENT

MOTION:

Commissioner Kocher made a motion to adjourn the meeting, Commissioner Savory seconded. Motion passed 4/0.
Meeting was adjourned at 7:46 pm.