

**MINUTES**  
**CANBY PLANNING COMMISSION**  
7:00 PM – January 23, 2017  
City Council Chambers – 222 NE 2<sup>nd</sup> Avenue

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**PRESENT:** Commissioners John Savory, Larry Boatright, John Serlet, Derrick Mottern, Tyler Hall, Shawn Varwig, and Andrey Chernishov

**ABSENT:** None

**STAFF:** Bryan Brown, Planning Director, and Laney Fouse, Recording Secretary

**OTHERS:** Alan Olsen, Tracie Heidt, Nancy Muller, Barbara Lavis, Gloria Randolph, Carol Long, Arlena, Dana, Jean Frame, Carol Luce, Kristie Chilcote, Julie Wehling, Michelle Poyourow, Justin Sandoval, and Therese McLain

**1. CALL TO ORDER**

Chair Savory called the meeting to order at 7:00 pm.

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

**3. MINUTES – December 12, 2016 and January 9, 2017 Planning Commission Minutes**

*Motion:* Commissioner Boatright made a motion to approve the December 12, 2016 minutes and Commissioner Hall seconded. Motion passed 7/0.

*Motion:* Commissioner Serlet made a motion to approve the January 9, 2017 minutes and Commissioner Mottern seconded. Motion passed 7/0.

**4. PUBLIC HEARING**

- a. a. Consider a request for a Lot Line Adjustment and Minor Partition to adjust the size of two existing parcels and then create two new parcels involving property at 623 and 595 N Knott St. **(Olsen/Pierce-MLP 16-04/LLA 16-09)**

Chair Savory opened the public hearing and read the public hearing format. He asked if any Commissioner had a conflict of interest to declare. Commissioner Serlet lived within 200 feet of this property and submitted a comment form. He would abstain from voting. Chair Savory was a neighbor and good friend of Ellen Olsen who would be testifying on this matter.

Chair Savory asked if any Commissioner had any ex parte contacts to declare. Commissioner Serlet walked by the property every day and was friends with Lyle Pierce.

Bryan Brown, Planning Director, entered his staff report into the record. This was two separate applications, a lot line adjustment and a minor partition. A lot line adjustment by itself would not normally come before the Planning Commission, but since there was a minor partition involved, it was in front of the Commission for review. The lot line adjustment would move the lot line further north to make the northern lot smaller which had an existing house, and the larger lot would be on the south. The minor partition took the larger lot and created three lots out of it. The applicants planned to construct a home site on one of the three lots. One of three lots might be rezoned to R-2. These lots met the minimum size requirements and were a few inches shy of the normal 60 foot lot width. There was discretion on the Planning Commission's part to determine if the configuration of the lots and the

street they were fronting provided an adequate means of access. Staff thought in this case since the only obstacle was being a few inches short in access along the street, it was not something to be concerned about. Normal driveways would be accessing these lots for home sites, they met the normal lot size standards, and they were reasonable for this area. He thought a finding could be made that there was appropriate and adequate access available for these lots as configured. No traffic analysis was done as there was enough capacity on Knott Street for three more lots. Because this was an already platted area and in order to implement any approval that night, there would be a partition plat filed of record to make the lots officially available. Before the plat could be done, the lot line adjustment had to be completed. The applicants might be filing two different plats to make this happen. The applicants would have to work out the details with the County. He then reviewed the conditions of approval. The homes would be subject to the residential design standards and the lots would be subject to the infill requirements in the Code that could limit or restrict how they might do a two story home. Conditions #4 and #5 would be removed as they related to flag lot partitions and did not apply. Staff recommended approval with conditions.

Applicant: Allen Olsen of Custom Construction Services was representing the applicants. When the tax lots were originally configured, the total square footage was 238.24 feet. To get 60 foot lots, it should have been 240 feet, so they were slightly short of that. The existing northern lot was 131.77 feet. The request was to take 12.27 feet off that to make it 119.5 feet. This would create a 60 foot lot, a 59 foot, 6 inch lot, and a 59 foot, 5 and five and a quarter inch lot. It would still create 7,000 square foot lots. Moving the lot line allowed two buildable lots plus another lot to build a home. This would fill in two large vacant areas in the neighborhood and completed the subdivision. They were willing to meet all of the necessary requirements. All utilities were available to serve the lots and they would be put in for all three lots at the same time so the street would not have to be cut again.

Proponents, Opponents, Neutral Testimony: None.

Chair Savory closed the public hearing at 7:25 p.m.

**Motion:** Commissioner Mottern made a motion to approve MLP 16-04/LLA 16-09 with the conditions proposed by staff except Conditions #4 and #5, Commissioner Hall seconded the motion. Motion passed 6/0 with 1 abstention by Commissioner Serlet.

## 5. NEW BUSINESS

- b. Presentation of Transit Choices Report – A Critical Decision Point in the planning process for Updating the Canby Area Transit Master Plan – presentation by Michelle Poyourow, transit planner

Michelle Poyourow, Transit Planner, discussed the Canby Transit Master Plan update. She explained the existing conditions of Canby Area Transit including the fixed route, paratransit, and dial-a-ride services.

There was discussion regarding the differences between paratransit and dial-a-ride.

Ms. Poyourow then compared transit service levels and ridership levels from 2002 to 2016. She discussed ridership relative to cost, how a transit agency should allocate its resources, and the need to balance maximizing ridership and maximizing coverage in the community. She explained barriers to ridership and access in Canby, public input from 2013, and key choices in this Master Plan update process. One of the choices was how to balance demand-response services like dial-a-ride and paratransit versus fixed routes. If Canby wanted to shift back towards fixed route service, then should service on inter-city routes like

Route 99 be increased or should a local circulator be restored. Some alternatives were keeping the existing services, adding a new local fixed route, or more Route 99 service. She discussed the next steps in the process.

c. One-year Extension of Development Agreement and Conceptual Master Plan for Phases 3 & 4, Northwood Estates Subdivision

Mr. Brown said the Northwood Estates Subdivision was part of a master plan and a signed development agreement. Not knowing how soon the phases would be developed, there was an option to extend the agreement and master plan. These had been extended for several years so that each phase could follow the concept that was originally approved. The public parks had already been dedicated to the City and constructed, so there were no additional parks planned and any Parks SDCs would be waived for the next phases. Staff recommended continuing to extend the agreement and master plan for another year. There had not been any major development changes, but there had been some change over time how drainage was handled.

**Motion:** Commissioner Varwig made a motion to continue to extend the Northwood Estates Development Agreement and Conceptual Master Plan for Phases 3 & 4, Commissioner Serlet seconded the motion. Motion passed 7/0.

## **FINAL DECISIONS**

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

a. Olsen/Pierce (**MLP 16-04/LLA16-09**)

**Motion:** Commissioner Boatright made a motion to the Final Findings for MLP 16-04/LLA 16-09 (Olsen/Pierce), Commissioner Hall seconded the motion. Motion passed 6/0 with 1 abstention by Commissioner Serlet.

b. Bristol (**ZC 16-05**)

**Motion:** Commissioner Mottern made a motion to approve Final Findings for Bristol (**ZC 16-05**) Commissioner Boatright seconded the motion. Motion passed 6/1 with Commissioner Serlet opposed.

## **6. ITEMS OF INTEREST/REPORT FROM STAFF**

The next regularly scheduled Planning Commission meeting would be held on Monday, February 13, 2017, for the Allee Minor Partition (**MLP 16-03**) application.

## **7. ITEMS OF INTEREST/GUIDANCE FROM PLANNING COMMISSION**

Commissioner Mottern would not be able to attend the February 13, 2017 Planning Commission meeting due to work obligations.

## **8. ADJOURNMENT**

Commissioner Varwig made a motion to adjourn the meeting at 8:42 pm.