

**APPROVED MINUTES  
CANBY PLANNING COMMISSION**

6:00 PM – March 14, 2022

City Council Chambers – Virtual Meeting via Zoom

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**PRESENT** – Commissioners, Michael Hutchinson, Jason Padden, Judi Jarosh, James Hieb, Chris Calkins, and Dan Ewert

**ABSENT** – James Hieb

**STAFF** – Don Hardy, Planning Director, Erik Forsell, AICP, Associate Planner, and Laney Fouse Lawrence, Recording Secretary

**OTHERS** – Trevor Synkelma

**CALL TO ORDER**

The meeting was called to order at 6:00 p.m.

**CONSENT ITEMS**

- a. DR 21-12 Multi-Family Project Final Findings
- b. SUB 21-03 Mark's Place Final Findings
- c. 12-13-21 Planning Commission Minutes

**Motion:** A motion was made by Commissioner Ewert and seconded by Commissioner Calkins to approve the consent items DR 21-12 Multi-Family Project Final Findings, SUB 21-03 Mark's Place Final Findings, and 12-13-21 Planning Commission Minutes. Motion approved 5/0

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

**3. NEW BUSINESS – None**

**4. PUBLIC HEARINGS – None**

**5. ITEMS OF INTEREST/REPORT FROM PLANNING STAFF**

- a. The next Planning Commission meeting will be held on Monday, March 28, 2022, at 6:00 p.m.

Planning Director Don Hardy said the Food Cart ordinance will be presented to the Planning Commission on March 28<sup>th</sup>. He also said there will be interviews for the open position on the Planning Commission held on March 30<sup>th</sup>. There are a total of 3 candidates.

He said there will be a work session to discuss Planning Commission procedures and objectives on April 11<sup>th</sup>.

On April 25<sup>th</sup>, planning staff will bring forward the code updates to the Planning Commission for recommendation. He said staff would like to provide added context to the Model Ordinance to make it more understandable within the code. Permit fee updates, plot expirations, and remands will also be part of the code update discussion. He said in addition to the work sessions on April 11<sup>th</sup> and 25<sup>th</sup>, there may be one hearing item added to the meetings.

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

Chair Padden said there will be interviews for the open Planning Commission seat held at the end of the month. He said the cut-off date to apply for the position will be the end of the week. There was no official deadline so he set the deadline himself. Chair Padden asked what the protocol is for developers announcing they are doing a project within the City prior to it coming before the Planning Commission, for approval. Padden explained this question was related to an article recently published about the OLCC building, a new distribution center in Canby.

Mr. Hardy said there are not any outlined procedures in writing as far as when someone can announce a project. He said it is unusual for a project to be published prior to being vetted by Planning Commission and Staff, but has seen it happen in other jurisdictions. He mentioned there is an application in process for Baker Center but that there was no clear idea of who the tenant was and how it got approved.

Commissioner Calkins said it seemed like what was approved by Planning Commission for Baker Center was different than what the application announced.

Mr. Hardy said Baker Center is in the process of doing a Type III Modification which the Planning Commission will get to review.

Chair Padden suggested that we may strongly advise applicants to coordinate the announcements to avoid interfering with the hearing process.

## **PLANNING COMMISSION WORK SESSION**

- Model Code Discussion – Don Hardy, Planning Director
  - a. House Bill 2001 Model Code for Medium Cities
  - b. APG Model Ordinance

Mr. Hardy discussed adopting the 2001 House Bill into the City Model Ordinance. He talked about options to develop, lot size, density, design standards, setbacks, building height, impervious surface, parking, utilities, and the permit process and procedures. He said adopting this Model Ordinance will make the code more understandable to applicants. The bill would restrict construction of an accessory dwelling unit (ADU) onto a plot of land with a duplex. He explained the Bill would still allow an ADU to be added onto a plot with a SFH. The current Model Ordinance states there can only be a total of two

on a plot of land. Mr. Hardy said in summary this bill creates more housing opportunities within the R-1 Zone in response to the increasing affordable housing needs.

Commissioner Ewert asked if SB 458 would be automatically adjusted/adopted into our Model Ordinance if we don't adopt it into the Ordinance by June 30<sup>th</sup>, 2022. He also asked if there were any modifications we could make within our code once the bill is adopted.

Mr. Hardy said, SB 458 is preemptive at this point, so there isn't an option to not adopt the new ordinance

- Discussion on Planning Commission procedures and order of applicants' presentations

## **6. ADJOURNMENT:**

***Motion:*** A motion was made by Commissioner Ewert and seconded by Commissioner Jarosh to adjourn the meeting. Motion approved 5/0.

**Meeting adjourned at 7:44 PM.**