



**APPROVED MINUTES
CANBY PLANNING COMMISSION**

6:00 PM – December 9, 2024

City Council Chambers – Virtual Meeting via Zoom

PRESENT – Commissioners: Matt Ellison (Chair), Dan Ewert (Vice Chair), Judi Jarosh, Michael Hutchinson, Craig Lewelling, Jennifer Driskill, and Hannah Ellison

ABSENT – Dan Ewert

STAFF – Don Hardy, Planning Director, Ryan Potter, Planning Manager, Emma Porricolo, Associate Planner, and Laney Fouse Lawrence, Recording Secretary

OTHERS – Jeff Samuels, Ben Hagerman, Ron Pottratz, Dave Wichman, Jennifer Kimura, Jim Bernklan, Nicole Plop, Scott Eagle, Kent Marcus, Michelle Manicke, and Jason Padden

1. CALL TO ORDER

- a. Pledge of Allegiance

2. CONSENT ITEMS

- a. Meeting Minutes – October 14, 2024

Motion: A motion was made by Commissioner Driskill and seconded by Commissioner Hutchinson to approve the meeting minutes from October 14th, 2024, as written. Motion approved 6/0.

3. CITIZEN INPUT ON NON-AGENDA ITEMS

- a. **Nicole Plop.** The commenter lives on 1st Avenue adjacent to the Canby Pioneer Industrial Park. She expressed concerns about truck circulation and parking in the area, including on S Walnut Street and S Haines Road. Ms. Plop requested that existing and future industrial tenants work with the City to manage truck traffic, consider neighborhood impacts, and install signage to direct truck trips onto preferred routes.

4. OLD BUSINESS – None

5. NEW BUSINESS – None

6. PUBLIC HEARINGS

- a. **Project Meadowlark (DR 24-01) – Ryan Potter, AICP, Planning Manager**

The Oregon Liquor and Cannabis Commission (OLCC) requested Planning Commission approval to construct a 347,645-square-foot building in Canby to facilitate relocation of its distribution operations from Milwaukie. The proposed facility would feature approximately 12,221 square feet of office space and 335,424 square feet of warehouse space. A 9.3-acre portion of the subject property not planned for development would be formed into its own lot.

Approval of the proposed project required Planning Commission approval of Site and Design Review Application DR 24-01, Conditional Use Permit Application CUP 24-01, and Property Line Adjustment Application PLA 24-04.

Staff Presentation: Planning Manager, Ryan Potter, AICP

Planning Manager Potter started the hearing with an overview of the proposed project highlighting the project's compliance with applicable criteria. The proposed project, located at the intersection of First Avenue and Walnut Street, includes a 335,000 sq. ft. warehouse and 12,000 sq. ft. office space. The project requires parking exceptions and a conditional use permit for additional building height and driveway width. A portion of the property will be set aside via a property line adjustment for future development plans or sale.

Traffic concerns were discussed, with an estimated 584 daily trips anticipated. The Commission engaged in debate regarding the potential impact of the Walnut Street extension, which is projected to be completed by late 2025. The extension's pivotal role in managing truck traffic, particularly for the OLCC's distribution center, was emphasized.

Concerns regarding the safety of Haines Road were raised, noting that the City lacks jurisdiction over this road. Potter clarified that, although the Haines Road intersection falls outside of the City's jurisdiction, a fee-in-lieu has been established to address cumulative impacts on the Highway 99E corridor.

Conditions of approval included conditions stipulating that OLCC utilize the Walnut Street extension upon its completion, along with provisions for additional signage to direct truck traffic. Further discussions centered on the need for updated traffic studies, the possibility of semi-truck parking within industrial developments, and the importance of clear and consistent information from applicants.

Planning staff recommended that the Planning Commission approve the application submitted with the facts, findings, and conclusions mentioned in the staff report.

Applicant Presentation: Ben Hagerman, VLMK Engineering

Ben Hagerman, representative for the applicant team, began by outlining the project's alignment with the applicable criteria outlined in the DR, PLA, and CUP applications. The proposed development includes public improvements along First Avenue, stormwater management measures, and landscaping enhancements.

Key details shared included the site zoning, proposed truck traffic routes, and the property site plan. Hagerman clarified that all truck traffic would remain on-site, even during after-hours operations. Visual aids, including internal operation photos and exterior blueprints, were presented for context.

Hagerman highlighted several conditional uses, including:

- Building height (proposed 50.5 feet, exceeding the standard height limit of 45ft)
- Driveway widths (proposed 50 feet, where the code allows a maximum of 30 feet)
- Off-street parking (requesting 145 auto spaces instead of the required 360, and 29 bike spaces compared to the required 46)

The applicant supported the proposed 50-foot driveway width by referencing neighboring driveways with similar dimensions within the industrial park. The CUP application permits a maximum building height of 75 feet, which justifies the proposed increase in building height beyond the standard zoning code's prescribed maximum setback. The applicants provided findings substantiating that a lesser number of parking spaces will be sufficient to operate.

Jeff Samuels, OLCC Administrative Services Division Director

Jeff Samuels from OLCC clarified the project's limited impact on traffic along First Ave. OLCC stipulated in their construction contract that all trucking activities must be routed through the South Walnut and Sequioa Street extension during both the construction phase and ongoing operations. It was mentioned that if contractors fail to adhere to the mandated routing, penalties will be applied in accordance with the terms of the contract. Additional details were provided about the project's employee count and the need for specific parking arrangements. Jeff emphasized OLCC's commitment to being a good neighbor and addressed community concerns.

Opponents:

Nicole Plop brought forth concerns about truck route enforcement and traffic around the Columbia distributing plant and the upcoming OLCC project. She highlighted issues with truck traffic, employee parking, and the lack of sidewalks on SE 1st Avenue. Plop had prior contact with Code Enforcement regarding the truck parking along Walnut St. despite signage prohibiting parking on Walnut. She was told an agreement had been made to allow Columbia to park along one side of Walnut after hours. She requested Public Works to install speed signs to help limit jake breaking.

Chair Ellison closed the public hearing.

Commission Deliberation:

The commission discussed the need for additional conditions regarding signage, traffic management, and the completion of the Walnut Street extension. Concerns surrounding the accuracy of the traffic studies were brought up by Commissioner Jarosh. Commission Driskill asked for clarification about stormwater management and what percentage will be tied to the Shakespeare project. Ben clarified that the stormwater system for the Shakespeare Project (also referred to as the Columbia Distributing project) was designed with additional drywells beyond the required capacity. This surplus allows the system to accommodate the stormwater needs of the OLCC project.

Motion: A motion was made by Commissioner Hutchinson and seconded by Commissioner Ellison to approve the application DR 24-01 as presented. Motion denied 4/2.

Further Deliberation:

Commissioner Jarosh explained her vote to deny the application, citing inconsistencies within the submitted materials and concerns regarding truck traffic prior to the completion of the Walnut Street extension. Ben Hagerman clarified that nearly all truck traffic—approximately 100 percent—is expected to utilize the Walnut Street extension once completed. He proposed installing signage at all site entrances directing trucks to turn left onto Walnut Street. Additionally, he recommended adding a condition to the public improvements along First Avenue to include signage prohibiting the use of engine brakes (“jake brakes”) and alerting the oncoming 90-degree turn onto Hazel Dell Way. The Commission continued discussion regarding the potential addition of the condition of approval prior to final action.

Motion: A motion was made by Commissioner Driskill and seconded by Commissioner Hutchinson to approve the application DR 24-01 as presented with additional conditions of approval for directional signage. Motion approved 5/1.

7. ITEMS OF INTEREST/REPORT FROM PLANNING STAFF

- a. The next Planning Commission meeting is planned for **Monday, January 13, 2025**, at 6:00 pm in the Council Chambers.
- b. Planning Director's Update

Manager Potter shared there will be an upcoming Comprehensive Plan Advisory Committee meeting anticipated in February 2025. Planning Staff will work to provide an update on the Knightsbridge Retrofit project at the next meeting.

8. ITEMS OF INTEREST/GUIDANCE FROM PLANNING COMMISSION

Jarosh requested an update to the staff presentation protocol to reconsider the specific time allocations for each speaker. The Commission asked staff to provide an update on the Knightsbridge Retrofit project at the next meeting. Planning Commission's ability to deny projects that meet the zoning criteria but have concerns about external factors like infrastructure delays was discussed further.

9. ADJOURNMENT

Motion: A motion was made by Commissioner Ellison and seconded by Commissioner Hutchinson to adjourn the meeting. Motion approved 6/0.

The meeting adjourned at 8:00 PM.