



**APPROVED MINUTES
CANBY PLANNING COMMISSION**

6:00 PM – February 24, 2025

City Council Chambers – Virtual Meeting via Zoom

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

ABSENT – None

STAFF – Don Hardy, Planning Director, Emma Porricolo, Associate Planner, Emily Sasse, Recording Secretary

OTHERS – Ben Hagerman, Tony Boyer, Evan Boyer, Tony Jenkins

1. CALL TO ORDER

- a. Pledge of Allegiance

The Planning Commission meeting began with the pledge of allegiance and procedural matters.

2. CONSENT ITEMS – None

3. CITIZEN INPUT ON NON-AGENDA ITEMS – None

4. OLD BUSINESS – None

5. NEW BUSINESS – None

6. PUBLIC HEARINGS

a. **DR 24-02/PAR 24-03 – Boyer Industrial Park – Emma Porricolo, Associate Planner**

The project applicant, VLMK Engineering and Design, requested Planning Commission approval to partition a 10.97-acre site at 1976 SE Township Road into three smaller parcels. There was a request to develop one of the proposed partitioned parcels with three 16,200-square-foot light industrial buildings. Two of the buildings are proposed to be occupied by BBC Steel, the current owner of the site, and the third will be an unoccupied shell building for lease by a future tenant.

Opening of Hearing: Chair Ellison opened the public hearing by explaining the process, including rules for testimony and declarations of conflicts of interest or ex parte contact. No commissioners reported having any conflicts of interest, and only Vice Chair Ewart mentioned visiting the site but had not drawn any conclusions.

Staff Presentation: Emma Porricolo, Associate Planner, began the staff presentation for the Boyer Industrial Park applications DR 24-02 and PAR 24-03. The site, located in the Canby Pioneer Industrial Park, is currently one tax lot and is zoned M-2 Heavy Industrial. The proposed development involves a partition application to divide the existing parcel into three tax lots, with three industrial buildings and a private road connecting them. The buildings are planned to be concrete, tilt-up structures with similar designs. The development meets all applicable criteria, including consistency with partition and site and design review criteria, parking requirements, traffic standards, and contributions to public facilities and services. Porricolo mentioned that the project triggers improvements on SE 14th Street and the addition of a bike lane on Southeast 4th Avenue.

Staff recommended approval of the application subject to the 56 identified conditions of approval.

Questions from the Commission: Commissioner Jarosh asked for clarification on Condition #1, regarding the spread of uses across the proposed floor areas. Porricolo clarified that the total square footage of each building is known but it is unclear what percentage of square footage will be utilized the two proposes land uses between the two buildings.

Commissioner Driskill raised questions about the specifics of the proposal, particularly regarding the use of the two buildings and the grandfathering of the existing residential structure. Porricolo clarified that the two buildings would be used for manufacturing and warehousing, and that the residential structure would remain a residential use but could potentially be demolished and used for a different purpose in the future. The Commission also discussed the process of ensuring that the speculative building would not exceed the assumptions made in the proposal, with the possibility of requiring modifications or additional applications if necessary.

The traffic study was briefly mentioned with concerns from the Commission about the accuracy of the analysis. Porricolo explained that the analysis was completed in October of 2023, but the project did not trigger the need for a new analysis. Director Hardy mentioned constant monitoring from DKS on active traffic analyses and intersections.

Commissioner Ewert referenced Page 2 of the staff report and asked if a change in ownership to one of the buildings would affect the road access to the private street. Porricolo clarified that the road will have shared access easements for all three parcels, ensuring continued access even if ownership changes. The Commission asked about the potential impact on existing trees along 4th Street and whether directional signs for trucks will be installed. Porricolo stated directional signage for trucks was not discussed and referenced the landscaping plan regarding the trees. The Commission also addressed concerns about emergency access and asked how the fee-in-lieu of improvements for Walnut Street are calculated. City staff explained that the \$88,000 fee is derived from a proportionate share of traffic impacts, as calculated in the traffic study and vetted by the City's legal counsel.

Applicant Presentation: Ben Hagerman from VLMK presented for the applicant team. Hagerman began the presentation by sharing a brief history and background on the BBC Steel Operations. He discussed the proposed land use application for the site in Canby, comprised of three parcels, with one larger parcel retaining an existing metal building and lay down yard. The site will be divided into parcels A, B, and C, with Parcel A fronting only on 4th Avenue and Parcel B fronting on both Township and 4th Avenue. It was noted that all utilities are currently being serviced by an existing 30-foot utility easement that connects Township and 4th Ave. Hagerman shared the floor plans for the three buildings, along with the expected use for each

building. The development aims to meet all applicable criteria outlined in the Canby Municipal Code, including minimum site distance requirements, loading area screening, and landscape percentages. A gate at the southern end of Parcel A will serve as an emergency access point onto Township. The proposal also includes plans for electric vehicle charging stations, with conduits installed for future charging infrastructure.

No additional questions or concerns were asked by the Commission.

Proponents: None

Opponents: None

Chair Ellison closed the Public Hearing.

Motion: A motion was made by Commissioner Ewert and seconded by Commissioner Hutchinson to approve **DR 24-02/PAR 24-03 – Boyer Industrial Park**, as presented with the 56 conditions of approval. Motion approved 7/0.

7. ITEMS OF INTEREST/REPORT FROM PLANNING STAFF

- a. The next Planning Commission meeting is planned for **Monday, March 10, 2025**, at 6:00 pm in the Council Chambers.
- b. Planning Director's Update

Director Hardy mentioned upcoming hearing dates for March 10th and March 24th, with a work session on the fence code update. Hutchinson asked about the new legislative laundry list mentioned in the last training session meeting. Hardy will send a summary about Senate Bill 1537 to the Commission. Planning will continue working on the code update, including proactive design suggestions for developers. A work session to review the fence code update will be scheduled. An update regarding the Urban Growth Boundary (UGB), park land discussions, and System Development Charges (SDC) will be provided to the Commission.

8. ITEMS OF INTEREST/GUIDANCE FROM PLANNING COMMISSION

Commissioner Jarosh mentioned she would like staff to send the applicants' PowerPoint presentations prior to the hearing meeting. Questions about the employee per acre requirement were mentioned. The Commission asked staff to consider increasing the employees per acre requirement during the code update process, along with clearer metrics for demonstrating employee numbers in industrial developments.

9. ADJOURNMENT

Motion: A motion was made by Commissioner Hutchinson and seconded by Commissioner Jarosh to adjourn the meeting. Motion approved 7/0.

The meeting adjourned at 7:24 PM.