



**APPROVED MINUTES
CANBY PLANNING COMMISSION**

6:00 PM – March 10, 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, Ryan Potter, Planning Manager, AICP, Emma Porricolo, Associate Planner, Brianna Addotta, Associate Planner, AICP, Emily Sasse, Recording Secretary

OTHERS – Marie Holliday, Tony & Melanie Clem, Sam & Kathy Hauck, Michelle Bayley, Kay Wisdom, Gretchen J.Raney, Diane Davis, Carrie Reynolds, Dwight Knapp, Roberta Knapp, Bob & Beth McCall, Joyce Peters, Susan Burkert, David & Rochelle Petts, Marty Williams, Darko Simic, Kathy Sievers, Millee Reser, Kathy Oathes, Robert Price, John & Brenda Saterlund, Sue Buchheister, Loren Bell, Karyn & Bill Fenton, Mark Oldenkamp, Jason Padden, Marty Moretty, Kathy Nebmisu

1. CALL TO ORDER

a. Pledge of Allegiance

2. CONSENT ITEMS

a. Draft Meeting Minutes – February 24, 2025

Motion: A motion was made by Commissioner Ewert and seconded by Commissioner Jarosh. to approve the meeting minutes from February 24, 2025, as written. Motion approved 7/0.

b. Draft Final Findings – DR 24-02/PAR 24-03 – Boyer Industrial Park

Motion: A motion was made by Commissioner Hutchinson and seconded by Commissioner Ellison H. to approve the draft final findings for land use application DR 24-02/PAR 24-03 – Boyer Industrial Park as written. Motion approved 7/0.

3. CITIZEN INPUT ON NON-AGENDA ITEMS – None

4. OLD BUSINESS – None

5. NEW BUSINESS – None

6. PUBLIC HEARINGS

A. SUB 24-01 – Dahlia Glen Subdivision – Emma Porricolo, Associate Planner

The project applicant, Venture Properties, requested Planning Commission approval to subdivide an existing tax lot at 1733 N Holly Street into a 16-lot residential subdivision. This property was annexed into the City in 2024 under applications ANN 24-01 and ZC 24-01.

Conflicts of Interest:

All Commissioners stated that they had no conflicts of interest that would hinder them from participating in the hearing.

Ex-Parte Contact:

Commissioner Jarosh and Ewert both stated they had visited the project site prior to the meeting. Commissioner Hutchinson shared that he lives in a nearby neighborhood and frequently drives past the project site. All other Commissioners stated they have no other ex-parte contact or conflicts related to the hearing item.

Staff Presentation: Emma Porricolo, Associate Planner

Planner Porricolo opened the hearing by sharing the project proposal to subdivide one existing tax lot into a 16-lot residential subdivision. The project is located at the property currently addressed 1733 N Holly Street. The subdivision will include the dedication of right-of-way on N Holly Street and a new local street running east-west through the subdivision, proposed to be named NW 16th Avenue.

The presentation outlined the proposal details, applicable criteria, and recommended conditions of approval, including some revisions to fencing requirements. Porricolo explained that this is a standard subdivision process and clarified the purpose of pedestrian paths in the plan. The project proposes a pedestrian pathway between homes around the midblock of the subdivision. Staff requested the proposed south connection from NW 16th on the DCP be removed due to street and intersection spacing concerns. Without the south connection, NE 16th exceeds the block length standard. The pedestrian path is to mitigate for exceeding the block length. Porricolo stated a section of the pedestrian path north of NW 16th Avenue will function as a temporary emergency vehicle turnaround for large emergency service vehicles.

Other items such as public comments, existing conditions, and future connectivity plans were presented. Staff recommended approval of the subdivision application SUB 24-01, Dahlia Glen Subdivision, as presented and subject to the identified conditions or approval.

Applicant Presentation: Marie Holladay and Darko Simic, AKS Engineering & Forestry

Marie Holiday from AKS Engineering presented the subdivision proposal for a 3.39-acre property in Canby's northwest quadrant. The plan includes 16 single-family lots, extension of Northwest 16th Avenue, and infrastructure improvements. Key improvements include six-foot-tall perimeter fencing, landscaping, and extension of pedestrian pathways. The extension of public services will include a stub to the west property line to accommodate future UGB expansion. It was also mentioned that 12 feet would be dedicated to the N Holly Street right-of-way.

Holliday shared the results from the TIA (traffic impact analysis), which concluded that the subdivision would not create a significant impact to the overall system. Benefits to the community were mentioned highlighting the creation of needed housing that is consistent with the Comprehensive Plan and "unlocking" the southwest portion of the N Holly Development Concept Plan (DCP). The project would also implement the City's land use pattern vision for the area. The proposal aligns with the North Holly

DCP and City standards which were approved and adopted in 2018. The applicant agreed with City staff's recommendations and addressed public comments regarding safety and rural aesthetics.

Proponents: None

Opponents: None

Chair Ellison Closed the public hearing item for SUB 24-01, Dahlia Glen Subdivision.

Commissioner Deliberation:

Commissioner Jarosh initiated deliberations by inquiring about the timing of the proposed fence code adoption. Staff explained that the fence code update is being advanced at this time to maintain consistency with adjacent developments.

The Commission discussed concerns related to future roadway connectivity and tree preservation. Staff noted that the DCP establishes general roadway alignments and connectivity. Staff stated that the DCP also includes conceptual plan guidance for subdivision elements such as the location of water and sanitary sewer service as well as street networks and parks. Commissioners also discussed the alignment of Grant Street, including whether a direct roadway connection should be prioritized over pedestrian pathways.

Additional concerns were raised regarding the intersection of Territorial Road and N Holly Street. Commissioner Ewert questioned the proposed street configuration, specifically the inclusion of a cul-de-sac rather than a through street at the property directly south of the project site. Staff clarified the cul-de-sac was created to conform to the access spacing requirements. Porricolo highlighted that a shadow plat was created, but it was intended to be a very preliminary conceptual plan for the area.

Following deliberation, several Commissioners noted concerns regarding elements of the conceptual plan because the surrounding land is outside the UGB and it is unknown if or when it will be brought into the UGB and developed.

Motion: A motion was made by Commissioner Hutchinson and seconded by Commissioner Driskill, to approve subdivision application SUB 24-01, Dahlia Glen, with specified conditions of approval as presented. Motion approved 6/1.

- **Denial Vote:** Commissioner Lewelling voted against approving SUB 24-01 – Dahlia Glen Subdivision.

B. CUP 24-02 – Canby Adult Center – Brianna Addotta, AICP, Associate Planner

The project applicant, Canby Adult Center, requested Planning Commission approval of a Conditional Use Permit (CUP) to relocate their operations from their current location at 1250 S Ivy Street to 1520 N Holly Street, a property where Canby United Methodist Church currently operates. Upon approval, the two parties will maintain agreements to share the onsite facilities and parking.

Conflicts of interest:

All Commissioners stated that they had no conflicts of interest that would hinder them from participating in the hearing.

Ex-Parte Contact:

Commissioner Driskill stated that family members had attended schooling that was part of the proposed site a few years past. She stated she was quite familiar with the parking lot layout.

Commissioner Ellison mentioned that her real estate firm worked with the Church to build the playground structure. She also mentioned that she volunteers at the Canby Adult Center at its current location but has no other conflicts or ex parte contact that would hinder her from participating.

Commissioner Ewert disclosed that he is an active member of the Canby Adult Center but stated it would not affect his decision making for the hearing.

Staff Presentation: Brianna Addotta, Associate Planner, AICP

Planner Addotta presented an overview of the proposal for the CUP application (CUP 24-02) regarding the relocation of the Canby Adult Center to 1520 North Holly Street. She presented the property details, zoning, and applicable criteria. The traffic study showed no significant impact, and that the site meets parking requirements. Addotta also mentioned that the applicant has provided financial assurance that the parking lot will be restriped before occupancy.

Addotta mentioned that if CUP approval is granted, the Canby Adult Center would subsequently apply for permits related to minor physical modifications to the site including the addition of a walk in refrigeration unit, an emergency generator, and construction of an entry vestibule. While no sidewalks exist along parts of the property frontage, the Commission has the authority to impose conditions if deemed necessary. Addotta mentioned that one public comment was received after the materials were published. She read the public comment into the record.

The proposal is found to be compatible with the Comprehensive Plan and development code. Planning Staff recommended approval of land use application CUP 24-02 pursuant to the conditions of approval identified in the staff report and as presented.

Applicant Presentation: Kathy Robinson, CAC Director, and Bob Price, Permit Consultant

The applicant team provided an overview of the proposed Canby Adult Center proposal, outlining the project's purpose, scope, and anticipated community benefits. The presentation emphasized the need for a dedicated facility to serve Canby's growing senior population, highlighting current limitations of the existing space and the increasing demand for programs, services, and social opportunities. The presentation also addressed applicable approval criteria, with the applicant explaining how the proposal is consistent with relevant Comprehensive Plan policies and development code standards.

Robinson described key components of the proposed center, including multi-purpose spaces, areas for programming and activities, and features intended to support accessibility and inclusivity. Consideration was given to how the facility would accommodate a wide range of services, from recreation and wellness programs to community gatherings. Additional details were provided regarding the project site, including its location, access, and compatibility with surrounding uses.

The Canby Adult Center's current location is on Canby School District property, while the building is owned by the City of Canby. Robinson emphasized that the main reason for relocation is to avoid approximately \$4 million needed to complete substantial maintenance and remodeling needs at the current location. The applicant team admitted they understood that parking lot striping would need to be done at the proposed site. Additional information regarding daily deliveries, total volunteers, activity traffic, and neighborhood meeting comments were mentioned.

Proponents:

Millee Reser stated that she currently lives at Hope Village and acts as the secretary for the Canby Adult Center. She addressed Commissioner Jarosh's concerns regarding transportation of the Hope Village residents to the new site. She clarified that most Hope Village residents who attend the Center prefer to drive in, so transportation to the new location wouldn't be a problem.

Opponents: None

Chair Ellison closed the public hearing for application CUP 24-02, Canby Adult Center.

Commissioner Deliberation:

Following the close of the applicant's presentation, the Commission entered deliberation on the proposed Canby Adult Center conditional use application.

Discussion focused on site-specific considerations, including access, traffic circulation, and potential impacts to neighboring properties. The Commission evaluated whether the proposed operations, including anticipated activity levels and hours of use, would result in adverse impacts, and generally found such impacts to be minimal and manageable. In response, staff clarified that the proposal is still in a planning phase, with details such as design, funding strategies, and partnerships continuing to be refined.

Commissioners asked clarifying questions regarding conditions of approval, including how site functionality and operational details would be addressed over time. Staff noted that the proposed use is compatible with the surrounding area and consistent with identified community needs.

The Commission also discussed whether additional sidewalk improvements should be required as part of the application or addressed through future public infrastructure planning. Commissioner Ewert asked if there were any discussions regarding plans to improve the sidewalks, emphasizing safety concerns related to the lack of walkability. The applicant team stated there had been discussions, but clarified they were waiting for guidance from the Commission on how to improve the frontage and what the timeline for those improvements would be.

While acknowledging the importance of pedestrian connectivity, the Commission considered the scale of the proposal and applicable approval criteria, indicating that broader improvements may be more appropriately addressed through future planning efforts. Planning Director Don Hardy clarified that improvements may be completed as a capital project if included in the Transportation System Plan, using System Development funds to help pay for the improvements. He added improvements would only apply to the intersection at Holly and Territorial Street, and not the entire frontage along with proposed site.

Several Commissioners expressed support for the project, citing its public benefit and alignment with community goals, particularly in serving the senior population.

Chair Ellison re-opened the public hearing for application CUP 24-02 Canby Adult Center to allow Councilor Padden to provide comments pertinent to the ADA ramp at the Holly and Territorial Street intersection.

Councilor Padden shared that the local gas tax is the city's current funding source for updating ADA ramps, adding that the public works team identifies a certain number of ramps that need to be updated every year. He stated that he would advocate to the City Council to have both ramps along Holly Street updated to allow crosswalk striping to be done if a condition of approval was added to require sidewalk frontage improvements.

Chair Ellison re-closed the public hearing for application CUP 24-02 Canby Adult Center

Commissioner Deliberation Continued:

The Commission returned to deliberation regarding whether to enforce a condition of approval for sidewalk frontage improvements. Some Commissioners shared their disagreement with asking the applicant to complete the sidewalks, sharing worries that it may not be configured to match the overall city standards and the changing code. Further discussion took place regarding creating a condition of approval to include a sidewalk from the existing sidewalk along Territorial to the vehicle entrance to the property.

The Commission discussed moving to approve the conditional use permit for the Canby Adult Center, subject to specific conditions related to sidewalk repairs, directional striping, and no-parking signs along territorial from Ivy to Holly St.

Motion: A motion was made by Commissioner Ewert and seconded by Commissioner Driskill to approve application CUP 24-02, as presented by staff with additional conditions of approval mentioned. Motion approved 6/1.

- a. **Denial Vote:** Commissioner Jarosh voted against approving application CUP 24-02, based on a perceived lack of information.

C. ITEMS OF INTEREST/REPORT FROM PLANNING STAFF

- a. The next Planning Commission meeting is planned for **Monday, March 24, 2025**, at 6:00 pm in the Council Chambers.
- b. Planning Director's Update - None

D. ITEMS OF INTEREST/GUIDANCE FROM PLANNING COMMISSION

Commissioner Lewelling requested a side conversation with Director Hardy and Commissioner Driskill raised the topic of existing trees on proposed development sites, emphasizing the importance of tree preservation where feasible rather than site clearing.

E. ADJOURNMENT

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

The meeting adjourned at 9:39 PM.