

**DRAFT MINUTES**  
**CANBY PLANNING COMMISSION**

6:00 PM – August 22, 2022

City Council Chambers – Virtual Meeting via Zoom

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**PRESENT** – Commissioners: Jason Padden (Chair), Chris Calkins, Dan Ewert, Michael Hutchinson, Judi Jarosh, Matt Ellison

**ABSENT** – None

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

**STAFF** – Lonna Bollinger, Mike Wells, Brad Roberts, Paul Boundy, Beth Zauner, Craig Harris, Jenna Sparrowgrove

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**1. CALL TO ORDER**

The meeting was called to order at 6:00 PM.

**2. CONSENT ITEMS**

- a. Planning Commission Meeting Minutes for January 10, 2022

**Motion:** A motion was made by Commissioner Ellison and seconded by Commissioner Ewert to approve the meeting minutes for January 10, 2022. Motion approved 6/0.

**3. CITIZEN INPUT ON NON-AGENDA ITEMS**

Citizen: Lonna Bollinger

Bollinger voiced her concerns to the Commission regarding the City's urban renewal standards. She mentioned concerns regarding developers' lack of efforts to save trees and open spaces. She stated she would like to see a planning staff member attend the neighborhood meetings to document the tones of the neighbors. Material was presented to the Commission documenting the process for the Trail Crossing project.

**4. NEW BUSINESS - None**

**5. PUBLIC HEARING**

- a. **Therma-Glass Warehouse (DR 22-06)** – Brianna Addotta, AICP, Associate Planner

Continued from the August 8, 2022, Planning Commission – Therma-Glass Warehouse sought design review approval to construct a new 29,000-square-foot warehouse with accessory office space and related site improvements. The subject property is a 1.78-acre parcel in the Canby Pioneer Industrial Park.

Brianna Addotta, Associate Planner, introduced the project to the Commission. She briefly discussed code criteria, dimensional and design standards, parking, landscaping, and agency and public comments. Staff reviewed the application materials and determined that the Site and Design Review application conformed to the applicable criteria and standards. Therefore, staff recommended approval of DR 23-06 subject to the conditions of approval contained in the staff report dated August 12<sup>th</sup>, 2022.

Applicants: Brad Roberts, Therma-Glass Owner, and Paul Boundy, LRS Architect, representing the applicant. Roberts briefly introduced himself and the history of the family-owned business. Boundy introduced the overall project and shared an overview of the site, landscaping, and floor plans. He described building elevations and presented a rendering of the proposed building's exterior.

Proponents: None

Opponents: None

Rebuttal: None

Questions from the Commission:

Commissioner Ewert wanted to clarify the use is solely warehousing and no manufacturing will be happening. Boundy stated all manufacturing is done off site so the building will only be for warehousing.

Commissioner Jarosh asked why the loading bays are located towards the front instead of the rear of the building. Boundy explained due to the shallowness of the site, it was difficult to provide truck access to the rear. The turning radius of the trucks is too great to be able to access the rear. He explained that the bays are set back into the building to avoid infringing on the shared access.

Commissioner Ellison asked if drywells were still planned to be installed on the property if they were going to utilize the swells to manage storm water. Boundy said there will still be drywells, but the swell will act as pre-treatment for parking and driveway surfaces. He stated that the drywell will be serviceable, located under the loading dock area. A drywell will also be installed on Walnut Street for public stormwater as part of the public works improvement plan.

Chair Padden questioned whether the City-established fee-in-lieu approach mentioned in the staff report is for the Highway 99E at Haines Road intersection project or the Walnut Street extension project. Director Hardy clarified that the contribution is going to the Walnut Street extension to mitigate for traffic impacts at the Haines intersection.

Commissioner Ewert asked how the shared access would be affected given one of the properties may change in the future. Addotta clarified that the easement is recorded over the two properties regardless of a change in use. There was no further deliberation between Commissioners.

**Motion:** A motion was made by Commissioner Ewert and seconded by Commissioner Calkins to approve Therma-Glass Warehouse (DR 22-06) as submitted in the staff report. Motion approved 6/0.

## **WORK SESSION**

The Planning Commission met in a work session to discuss:

- **Permanent Parklet Regulation Program** – Brianna Addotta, AICP, Associate Planner
  - This work session was discussion-based and no policy recommendation to the Council was required from the Commission at the time.
  - Staff delivered a brief presentation.
  - The public was welcome to attend this portion of the Planning Commission meeting. However, no public comments were taken during the work session.

Addotta delivered a presentation outlining the scope of the program, the process, and the fees required to participate. Considerations regarding safety, liability, and design were mentioned. A tentative timeline was presented to show the progress of the program so far. The goal is to have the program effective by May 2023 if approved by Council.

Commissioner Hutchinson stated his concern about the areas turning into de facto smoking hubs. He said he feels as though parklets violate the barrier between traffic and people.

Commissioner Calkins asked for clarification regarding whether private parking lots are included in the program. Addotta said they would be included but must still meet the minimum parking standard.

Commissioner Jarosh asked who would be conducting the parking counts for downtown. Addotta said she would be working on gathering the necessary parking counts. Jarosh mentioned she'd like to see how the City plans to track the compliance with the program. She requested further information about the program and possibly creating a formal survey.

Commissioner Ellison agreed with the statements made by Commissioners Jarosh and Hutchinson. He thought it would be critical to get feedback from the downtown businesses and how the program might affect them. He asked if there would be any parking structures for overflow. Hardy shared there will be a parking analysis provided as part of the TSP (Transportation System Plan) update. The analysis would help create a baseline for future code changes.

Commissioner Ewert strongly suggested creating or finding additional parking as an outlet to relieve the added pressure on the downtown parking. He asked how the fees would be allocated for private parking lots. Hardy clarified that the City will not be assessing a fee on private parking lots. Ewert urged to clarify the program specifically for eateries to avoid the misuse of parking spaces as "storage", etc.

Commissioner Hutchinson mentioned examples from other municipalities where parklets have expanded heavily into some rights-of-way. He stated it has become more of an annex to the building square footage and asked when tax receipts should be involved in the discussion. Chair Padden provided additional examples of parklets, highlighting the code from Phoenix and Denver. Topics surrounding smoking within the area, temporary utilities, and sending out a radius notice were discussed in detail. Having the business that is requesting the parklet get approval from the adjacent properties who share parking was also brought up. Padden stated his concern about the lack of planning gone into ensuring there will be adequate parking within the downtown as density increases.

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

- a. Planning Director's Update
- b. The next Planning Commission meeting will be held on Monday, September 12, 2022, at 6:00 pm.

Hardy gave a timeline for what to expect on the agendas for the next few work sessions. He mentioned discussing the possibility of creating a tree ordinance and gave updates about the larger industrial projects happening in the City.

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

Chair Padden shared that the revisions made to the Heritage and Landmark Commission bylaws were approved. However, Council did not accept the change to allow members who reside outside of City limits to join the HLC.

## **8. ADJOURNMENT**

**Motion:** A motion was made by Commission Ellison and seconded by Commissioner Ewert to adjourn the meeting. Motion passed 6/0.

**Meeting adjourned at 8:19 PM.**