

DRAFT MINUTES
CANBY PLANNING COMMISSION
6:00 PM – November 25, 2024
City Council Chambers – Virtual Meeting via Zoom

- PRESENT** – Commissioners: Dan Ewert (Vice Chair), Judi Jarosh, Michael Hutchinson, and Craig Lewelling
- ABSENT** – Matt Ellison (Chair), Jennifer Driskill, and Hannah Ellison
- STAFF** – Don Hardy, Planning Director, Emma Porricolo, Associate Planner, and Laney Fouse Lawrence, Recording Secretary
- OTHERS** – Marie Holladay, AKS Engineering, Darko Simic, AKS Engineering, and Levi Levasa, Venture Properties
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1. CALL TO ORDER

- a. Pledge of Allegiance

2. CONSENT ITEMS

- a. Meeting Minutes – October 14, 2024

This set of meeting minutes was held over until the next Planning Commission meeting for approval since there was not a quorum present.

3. CITIZEN INPUT ON NON-AGENDA ITEMS – None

4. OLD BUSINESS – None

5. NEW BUSINESS – None

6. PUBLIC HEARING

- a. **ANN 24-01/ZC 24-01 – N Holly Street Annexation – Emma Porricolo, Associate Planner**

The project applicant, AKS Engineering & Forestry on behalf of Venture Properties, Inc., proposed to annex a 3.41-acre property in northwest Canby into the City of Canby. The property, aside from a small area which would be dedicated as public right-of-way, was proposed to be converted from the Clackamas County Rural Residential Farm/Forest 5 Acres (RRFF-5) zone to the City's R-1, Low Density Residential zone.

The Planning Commission's recommendation regarding both the annexation (ANN 24-01) and zone change (ZC 24-01) applications will be forwarded to the Canby City Council to be heard at their December 18, 2024, meeting.

Vice Chair Ewert opened the public hearing by asking if any of the Commissioners had any conflicts of interest or ex-parte contact with the applicant and to declare the nature and extent of

such contact. There were no conflicts of interest or ex-parte contact identified by any of the Commissioners.

Staff Presentation

Emma Porricolo, Associate Planner, presented the staff report for the N Holly Street annexation and zone change (ANN 24-01/ZC 24-01). She briefly described the subject property and discussed existing conditions and applicable zoning and development standards. Approval criteria and Land Development and Planning Ordinance standards used to evaluate the applications were shared.

Porricolo mentioned that during the pre-application process, Planning Staff had one major concern regarding the proposed street network in the development concept plan (DCP). The proposed concept plan shows a connection to the south, which does not meet the City's access spacing standard for Territorial Road. After deliberation with Public Works, Planning Staff decided to proceed with the recommendation that the future street connection be a pedestrian walkway to meet the street spacing standards. The applicant has expressed interest in creating a single-family home subdivision, an incremental increase in density that is compatible with the surrounding area. The DCP indicates there are adequate facilities and services to service the site, and at the pre-application meeting no concerns were raised by utility providers.

Porricolo moved onto the approval criteria for the zone change. She discussed consistency with the Comprehensive Plan, which the proposal meets. A transportation memo that showed consistency with the transportation planning rule (TRP) was completed by DKS, the City's transportation consultant. Concluding that the proposed zoning is consistent with the Comprehensive Plan land use designations, no additional analysis was needed.

Based on the application submitted and the facts, findings and conclusion of the staff report, Planning Staff concluded that the Planning Commission move to recommend approval to the City Council on application ANN 24-01/ZC 24-01.

Commissioner Deliberation:

Commissioner Lewelling asked if the property located to the south of the proposed property has plans to annex into the City. Director Hardy stated that the owners of the property, IFA Nurseries, have mentioned they would like to be included in the upcoming Urban Growth Boundary (UGB) expansion. Commissioner Jarosh asked Staff to expand on the additional acreage needed for the right-of-way annexation of Holly Street. Porricolo stated that the northern edge of the intersection of Territorial and Holly and up to the northern boundary of the project site will be included in the annexation. However, the ownership of the road will not change, so Clackamas County will be responsible for the maintenance.

Commissioner Ewert expressed concern about Hawthorne Street not connecting to Territorial Road. Hardy explained there will be concept planning done as part of the UGB expansion process, which will help establish future street circulation. Porricolo mentioned that in the preliminary shadow-platting discussed with Public Works, Birch Street will become the major north-south route. Grant and Elm Street were conceptualized as options for connectivity. This will be explored later at the subdivision stage of this application.

Applicant Marie Holladay:

Holladay began her presentation with an overview of the proposed project similar to Planning Staff's presentation. The project would implement Canby's vision for the area including

“unlocking” the southwestern edge of the North Holly DCP. She mentioned that the project would provide future infrastructure improvements and connections, all of which would be reviewed during the subdivision application process. Additional benefits to the community were listed.

Commissioner Deliberation:

Commissions praised the staff and applicant presentations and expressed an appreciation of the project’s nuanced relationship within the context of the City’s long-range planning efforts.

Motion: A motion was made by Commissioner Lewelling and seconded by Commissioner Hutchinson to approve the N Holly Street Annexation (ANN 24-01/ZC 24-01) as presented. Motion approved 4/0.

7. ITEMS OF INTEREST/REPORT FROM PLANNING STAFF

- a. The next Planning Commission meeting is planned for **Monday, December 9, 2024**, at 6:00 pm in the Council Chambers. PC Packet will be sent out tomorrow
- b. Planning Director’s Update Jan 13, 2025

Hardy congratulated the fellow commissioners who were reappointed to serve over the next two years. Chair and Vice Chair positions will be selected on January 13th, 2025. The Housing Efficiency Measures (HEM) were approved by City Council and will become effective on December 20th, 2024. A joint work session with Council and the Commission will take place on February 19th, 2025, to discuss the Housing Production Strategy.

8. ITEMS OF INTEREST/GUIDANCE FROM PLANNING COMMISSION

Commissioner Hutchinson mentioned that Portland State University’s population projections were down compared to 2023 estimates. He asked if that affected our goal numbers for the City’s population expansion. Hardy explained that the population projections for the Housing Needs Analysis were based on data from 2020. The City is locked into previous estimates and projections until the Housing Production Strategy (HPS) is updated in 2030 or 2031.

9. ADJOURNMENT

The meeting adjourned at 7:14 PM.