

MINUTES
CANBY PLANNING COMMISSION
7:00 PM – January 24, 2022
City Council Chambers – Virtual Meeting via Zoom

PRESENT – Commissioners Jeff Mills, Michael Hutchinson, Jason Padden, James Hieb, Judi Jarosh, Chris Calkins, and Dan Ewert

ABSENT – None

STAFF – Don Hardy, Planning Director, and Brianna Addotta, AICP, Associate Planner

OTHERS – None

The Planning Commission and Planning staff attended this meeting virtually via Zoom.

1. CALL TO ORDER

Chair Padden called the meeting to order at 7:00 p.m.

2. CONSENT ITEMS

- a. Final Findings Old Mac Steel Bar Processing Facilities (CUP 21-02 / DR 21-10)
- b. Final Findings Lucky Foods (DR 21-11)
- c. Final Findings Okada America (DR 21-07 / LLA 21-05)

Motion: A motion was made by Commissioner Hieb and seconded by Commissioner Jarosh to approve the consent items. Motion passed 6/0.

3. CITIZEN INPUT ON NON-AGENDA ITEMS – None

4. NEW BUSINESS – None

5. PUBLIC HEARING – None

6. WORK SESSION

- a. Food Cart Text Amendments

Brianna Addotta, Associate Planner, discussed the project timeline and draft code sections. The sections included purpose, applicability, administration, site and design standards, individual cart design standards, parking, utilities, signage, and standards for M-1 and M-2 zoning districts. She then reviewed the application for temporary mobile food vendors.

There was discussion regarding the temporary mobile permit, fees, vision clearance area, what constituted a hard surface, weather protection, definition of food cart, who was in charge of garbage control and maintenance, hours of operation, buffers and restrictions for carts adjacent to residential zones, safety, odor, whether or not to address non-traditional carts, truck vs. trailer, enforcement, review of the adopted code after one year, differences in regulations for food carts and brick and mortar restaurants, more specifics for grease traps and storage tanks, referencing other code that

dealt with these concerns, not allowing undergrounding temporary utility lines or storage tanks, not allowing the use of generators, and next steps.

Staff would bring back options to address the concerns that were identified.

7. ITEMS OF INTEREST/REPORT FROM PLANNING STAFF

a. The next Planning Commission meeting will be held on February 14, 2022, at 7:00 pm

Don Hardy, Planning Director, discussed Commissioner iPads, joint Planning Commission/City Council Work Session on transportation on February 2, upcoming agenda items, and Planning Commission training.

There was discussion regarding Planning Commissioner city emails.

8. ITEMS OF INTEREST/GUIDANCE FROM PLANNING COMMISSION

Chair Padden asked about staff telling future applicants that the number of employees per acre requirement for the Industrial Park was important to the Commission and if they wanted an exception to that, it probably would not pass.

Mr. Hardy said that would be the message staff gave to applicants. That number would be revisited in the Economic Opportunities Analysis as well.

There was discussion regarding items that were important to the Commission that they would most likely reject applications for.

Chair Padden discussed a short term plan of having a rolling list of three manageable chunks of code that needed to be addressed and working on those as openings in the schedule allowed, then a long term plan of hiring a firm to help address the code holistically.

Mr. Hardy explained the upcoming applications and planning items on the calendar and how they would probably need to add extra meetings to work on the code. They needed to wait until the Housing Needs Analysis and Economic Opportunities Analysis were completed to do a whole code update.

There was concern about an outside consultant working on the code. Mr. Hardy explained what a consultant would do and staff's work load.

Chair Padden did not think they could wait years to get the code updates done. He thought hiring a consultant should be added to the next fiscal year's budget.

Chair Padden asked about adding meetings to get the work done.

There was discussion regarding schedules and when the Commission could meet.

There was consensus to stick to the schedule of meeting every other Monday as scheduled and work on the code as they were able.

Chair Padden suggested discussing term limits for the chair at a future meeting.

9. ADJOURNMENT:

Motion: Commissioner Jarosh made a motion to adjourn the meeting, seconded by Commissioner Hutchinson. Motion approved 6/0.

Meeting adjourned at 10:16 p.m.

DRAFT