

APPROVED MINUTES
CANBY PLANNING COMMISSION
6:00 PM – June 13, 2022
City Council Chambers – Virtual Meeting via Zoom

PRESENT – Commissioners, Michael Hutchinson, Chris Calkins, Jason Padden, Judi Jarosh, Dan Ewert, and Matt Ellison

ABSENT – Chris Calkins, Dan Ewert

STAFF – Don Hardy, Planning Director, Jamie Stickel, Economic Development Director, and Laney Fouse Lawrence, Recording Secretary

OTHERS – Carol Palmer

1. CALL TO ORDER

Vice Chair Hieb called the meeting to order at 6:00 PM.

a. Selection of new Vice Chair

Motion: Commissioner Ellison made a motion to approve Commissioner Hutchinson as the new Vice Chair, seconded by Commissioner Calkins. Motion approved 6/0.

PLANNING COMMISSION WORK SESSION

The Planning Commission met in a Work Session to discuss:

- Title 16.110 Historic Preservation Proposed Changes – Jamie Stickel, Economic Development Director

Stickel gave a brief overview of the proposed changes to the 2019 Historic Preservation Plan and code updates. She mentioned she will send the recommended changes (in track changes) to the Commissioners after the meeting. She will meet again with the Commission on August 8th for a hearing to approve the changes.

A brief background of the Heritage and Landmarks (H&L) Commission was given, and the number of required members has been reduced from 5-7 to a minimum of 3, due to a lack of volunteers.

Commissioner Padden asked if high school students are allowed to volunteer to be a member of the H&L Commission.

Stickel mentioned that the H&L Commission is the first committee to have a student member.

Carol Palmer briefly talked about the code updates and mentioned how the changes made to the definitions will provide conflict resolution in the future when it comes to questions about what the H&L Commission really does and is about.

Commissioner Jarosh described the nomination process for nominating a site for historical preservation.

Commissioner Padden recommended amending something in the code in the event that the commission has no members and where the responsibility of the commission would shift. He asked Palmer if the H&L Commission had any plans in the future to add houses and sites to the inventory.

Palmer briefly described the guidelines for what qualifies a building or site to be historically recognized. She stated there is a difference between the registry and the inventory of the H&L Commission. There is a historic preservation plan that lists all the eligible site that were built before 1940.

The Commission discussed the changing of hands for sites that are locally registered. Palmer explained the process that is involved when new owners apply for permits. There is a historic overlay that shows up during permit review processes for both Canby and Clackamas County. Any major alterations will go through a hearing with the HLC board.

2. PLANNING DIRECTOR UPDATE

- a. Next Planning Commission meeting Monday, June 27, 2022, at 6:00 pm

Director Hardy announced the addition of the new Associate Planner, Emma Porricolo. He also mentioned code section changes will be implemented during the next hearing dates starting in July through September. The Commission will receive a revised script and new hearing procedures will take effect in roughly three weeks. Discussion regarding fencing was mentioned and how the Commission should set the standards for reinforcement moving forward. All the Commissioners agreed to take on the fencing issues that have been delayed in the past.

The next housing advisory meeting will be held on June 28th, 2022. There will be an open house to discuss the work that has been completed on the housing and economic advisory analysis. There will be two hearing topics for the July 25th, 2022, meeting to discuss a multi-family and an industrial project. There will be a meeting on August 8th, 2022, to further discuss historic preservation. Hardy anticipates there will be large industrial project hearings taking place on August 22nd and September 12th, 2022.

Stickel mentioned the grand opening of the new pickle ball court will take place June 16th, 2022, at 4:00 pm.

3. ITEMS OF INTEREST/GUIDANCE FROM PLANNING COMMISSION

Commissioner Padden gave an update from the Economic Development meeting and mentioned that the City is accepting applications for the empty position on Planning Commission. He asked if there was a process for electing a new chair or vice chair at the same meeting that the positions became available. He strongly believes there should be a consistent standard for the re-electing and electing process across all City boards. Further conversation involving this process was discussed amongst the Commission.

Director Hardy mentioned the 2-year term end date for Commissioners Hutchinson and Ewert which is December 31st, 2022. The end date for Commissioner Ellison and Chair Padden is December 31st, 2023. Commissioner Calkins and Jarosh's term along with the term for the empty chair will end on December 31st, 2024.

4. ADJOURNMENT:

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

Meeting adjourned at 8:04 p.m.