

**DRAFT MINUTES**  
**CANBY PLANNING COMMISSION**  
6:00 PM – March 28, 2022  
City Council Chambers – Virtual Meeting via Zoom

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

**ABSENT** – None

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

**OTHERS** – Cameron Richardson, Katie Garvison

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**1. CALL TO ORDER**

Chair Padden called the meeting to order at 6:00 p.m.

**2. CONSENT ITEMS** – None

**3. CITIZEN INPUT ON NON-AGENDA ITEMS** – None

**4. NEW BUSINESS** – None

**5. PUBLIC HEARINGS**

**a. Food Cart Pod and Mobile Vendor Text Amendment (TA 22-01)**

Planning Staff are requesting consideration of a legislative text amendment to add regulations and processes to allow Food Cart Pods and Mobile Food Vendors to the Canby Land Development and Planning Ordinance Title 16 Canby Municipal Code (CMC). The text amendment proposal is an effort to allow and regulate an emerging business concept that could increase local business activity and provide more dining options to the community of Canby.

Chair Padden opened the public hearing and read the hearing statement.

Brianna Addotta, Associate Planner, presented the staff report. This was approval of a text amendment for food cart pods. She gave a project overview and discussed local business outreach and definitions. She then reviewed the draft code sections including purpose, applicability, zoning map, administration, site and amenity standards, individual cart standards, parking, utilities, licensing, signage, and standards for M-1 and M-2 zoning districts. She recommended that the Planning Commission recommend approval of the text amendment to the City Council.

The Commission asked questions about allowable surfaces, permanent weather shielding, number of carts in a pod, number of restroom stalls, signage, standards for non-traditional carts, and wastewater tanks.

Proponents: None

Opponents: None

Chair Padden closed the public hearing.

There was discussion regarding the number of carts in a pod and number of bathroom stalls required, whether or not to allow motorized and non-motorized vehicles in pods, maintenance and cleanliness, grease traps and tanks, and future evaluation of the new code.

There was consensus that a pod would be defined as three or more food carts, to allow both motorized and non-motorized vehicles and trailers, the number of bathroom stalls would be to scale with the square footage of restaurant space, and each food cart would need to follow the same plumbing standards as a restaurant specific to grease traps.

**Motion:** A motion was made by Commissioner Calkins, seconded by Commissioner Hutchinson, to recommend approval of TA 22-01, Food Cart Pod Text Amendment, to the City Council with the changes as discussed. Motion approved 6/0.

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

- a. Department Update
- b. The next Planning Commission meeting will be held on Monday, April 11, 2022, at 6:00 pm

Don Hardy, Planning Director, gave an update on upcoming meetings and Housing Needs and Economic Opportunities Advisory Committee meetings.

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

Commissioner Jarosh discussed the Historic Preservation Plan.

Chair Padden discussed upcoming Planning Commission interviews.

## **8. ADJOURNMENT:**

**Motion:** A motion was made by Commissioner Hutchinson, seconded by Commissioner Jarosh, to adjourn the meeting. Motion passed 6/0.

**Meeting adjourned at 7:49 PM**