

**APPROVED MINUTES
CANBY PLANNING COMMISSION**

6:00 PM – January 23, 2023

City Council Chambers – Virtual Meeting via Zoom

PRESENT – Commissioners Michael Hutchinson, Judi Jarosh, Matt Ellison, Craig Lewelling, and Dan Ewert

ABSENT – None

STAFF – Don Hardy, Planning Director and Laney Fouse Lawrence, Recording Secretary

OTHERS – None

1. CALL TO ORDER

2. CONSENT ITEMS

- a. Draft Final Findings – DR 22-05/LLA 22-05, Backstop Brewing

Motion: A motion was made by Commissioner Ewert and seconded by Commissioner Hutchinson to approve the final findings for DR 22-05/LLA 22-05, Backstop Brewing. Motion approved 5/0.

3. CITIZEN INPUT ON NON-AGENDA ITEMS – None

4. NEW BUSINESS – None

5. PUBLIC HEARINGS – None

PLANNING COMMISSION WORK SESSION

The Planning Commissioners met in a Work Session to discuss:

- **Housing Needs Analysis Update.** Presenter: Don Hardy, Planning Director.

Director Hardy gave an update for upcoming Planning Commission meetings. On March 13th there will be a hearing for the City's Housing Produce Strategy (HPS) and on March 27th for the Economic Opportunity Assessment (EOA). He mentioned that the City received two Department of Land Conservation and Development (DLCD) grants for housing production and needs. He explained the differences between housing needs and housing strategies. The City also received a grant for and EOA that will focus on a 20 year horizon for commercial and industrial employment. According to grant requirements, all received grants (HPS and EOA) must be approved by City Council by May 2023, in order to receive reimbursement. DLCD requires code updates for housing as efficiency measures to ensure urban growth boundary

expansion is needed and prior to adoption of the comprehensive plan. The comprehensive plan's estimated timeline is from January of 2023 to December of 2024.

Hardy gave an update on the major findings from the housing and employment assessment work. He said the UGB expansion will be approximately 201 acres needed to accommodate roughly 6,000 additional residents and 2,286 housing units over the next 20 years. The housing strategies will focus on producing a variety of housing types for all residents.

Commissioner Ewert asked if the 201 acres expected for expansion is greater than the acreage that is currently in the UGB boundary.

Commissioner Lewelling asked if the UGB expansion is just for housing purposes or if industrial and commercial will be included.

Director Hardy stated that nearly 17% of Canby's residents spend over 50% of their income on rent while 50% of residents spend over 30% of their total monthly income on rent. The median housing price for a single-family detached home is currently \$560,000 compared to \$410,000 seen in 2019 with an average yearly income of \$80,484.

Commissioner Ewert asked how the Planning Commission's recommendations could affect the pricing median for housing in Canby when prices are set by the builders.

Director Hardy said that the City has the ability to look at what kind of zoning and developments standards would be in place. With a combination of planning and development activities, a variety of smaller-detached housing or cottage development types could arise. The City does not have control over the market but does have the ability to incentivize the market to incorporate mixed housing in zones that currently don't allow it. Future zoning, development standards and incentives that would allow a mix of development types are the key points for manipulating the pricing median in the City.

Commissioner Ewert asked Director Hardy to define a cottage in deeper depth.

Director Hardy stated a cottage could represent a single story or a multi-story unit that is typically smaller than the average square footage single family dwelling.

Commissioner Lewelling questioned how the predicted population projection figure (6,000 people = 200 acres) is calculated and if that figure is flexible at all.

Director Hardy said there will be tables represented later in his presentation that showcase the statistics. He mentioned that the information is based on the city's historical growth and densities, calculated by the City's consultants and vetted by DLCD.

Commissioner Hutchinson asked if the City will be required to accept the estimated 6,000 new residents with the expansion of the UGB.

Director Hardy said that the statistics came from Portland State University's research and the City will indeed be required to accept that ratio of people to acreage. He explained that cities in the State of Oregon do not have the right to choose their demographic assumptions. Portland State University is the official demographer for the State of Oregon. He also mentioned Oregon has a highly conservative process for expanding urban growth boundaries.

Commissioner Lewelling asked if the 201 acres have been identified.

Director Hardy said the acreages has not been identified yet. He mentioned the Metro map which shows areas that are in reserve but available. There is quite a bit of available land around the City that will be discussed in the comprehensive plan.

Hardy shared that City Council and the Economic Advisory Committee recommended the medium range employment forecast of approximately 464 acres of needed employment land. He summarized that Planning Commission's recommendations to Council should focus on housing production strategies and employment forecasts. A breakdown of the housing need calculation is explained showing the "safe harbor" assumption which is 2.7 persons per household. It was explained that if all current planning development moves forward before HNA adoption, the UGB would be deficient by approximately 201 acres.

The draft housing production strategies are: A) develop criteria and process for identifying land to up-zone for middle housing, B) Allow cottage clusters in residential zones, C) Identify opportunities to streamline planned unit developments, D) Implement incentives to encourage development in PUDs, E) Modify system development charge fee schedules with scaled charges based on home size. F) Update housing need periodically, G) Conduct periodic review of potential barriers to new development, H) Provide land use permitting education for property owners/developers, and I) Amend commercial zoning to allow for mixed-use housing development.

Hardy summarized the draft community development objectives and shared the anticipated schedule for HPS and EOA review and approval. There will also be a public survey sent out on January 30th and will close February 15th. Upcoming important dates include:

- January 24: Public meeting #2 to review draft HPS and EOA
- February 22: Housing advisory committee meeting #4
- March 1: joint City Council/Planning Commission work session
- April 19: City Council hearing to adopt HPS
- March 27: Planning Commission hearing to adopt EOA
- May 3: City Council to adopt EOA

Commissioner Lewelling mentioned the last time the demographics were done for the industrial park, three different colleges were working on the study during three different time periods. He asked when the design phase would begin or if there is a timeline to start determining where the 201 acres of land is going to be located.

Director Hardy stated the design phase timeline will be discussed in the Comprehensive Plan. He mentioned the first discussion phase of the comprehensive plan will discuss level of service issues and other issues like road infrastructure, etc. The second discussion phase will focus on scenario planning which includes topics like UGB expansion and the location of those properties within the proposed boundary.

Commissioner Ewert asked how the availability of public utility infrastructure will factor into our plans for growing the City.

Director Hardy stated that Canby Utility is completing a water system update to their master plan. He mentioned that the City's utility providers and servicers are aware that an urban growth boundary expansion is in the works.

Commissioner Jarosh voiced her concerns for the community stating the information being presented to them is different compared to what they are feeling is happening in the City. She asked if there is a company that could help the City present the comprehensive plan to the public and if there is a budget for something like that. She mentioned the City of Newberg and McMinnville hired a PR company to help promote it to the citizens.

Director Hardy mentioned there will be a robust branding and outreach process for the comprehensive plan that will be done by the consulting firm 3J.

Commissioner Lewelling stated people create growth not businesses. He emphasized the need to discuss the tax base during the comprehensive plan discussion. He expressed his disappointment in the city's denial to allow Milgard to come into the industrial park back into the early 2000's.

Commissioner Ellison asked if changing the zoning would be a legislative or judicial process. He asked what the timeline was for discussing the rezoning recommendation/adoption process in reference to the comprehensive plan.

Director Hardy said a zone change would be a legislative process however the Planning Commission will be used as a vetting body for recommendations to the City Council. He mentioned that zoning will be discussed during the 2023-2024 fiscal year, possibly during the beginning of the 2024-2025 fiscal year.

Commissioner Ellison asked if there will be any education or training available for the new Planning Commission body. He asked if Commissioner Ewert's meeting process idea could be utilized and what topics would be the best use of the Commission's time to discuss during work sessions. He expressed his dislike for having a meeting for the sake of having a meeting. He asked what topics would be the best use of the Commission's time.

Director Hardy stated most of the topics moving forward will be discussed in the comprehensive plan. He summarized what the Commission will be focusing on moving forward.

Commissioner Ewert stated how he would like topics to be presented during future meetings. He expressed his dislike for repeatedly discussing certain topics and now moving on to others. He mentioned planning staff could bring recommendations to the Planning Commission and commissioners could then make suggestions, vote and move on to other impending topics.

6. ITEMS OF INTEREST/REPORT FROM PLANNING STAFF

- a. The next Planning Commission meeting will be held on February 13, 2023, at 6:00 pm.
- b. Planning Director's Update

Director Hardy gave a brief overview of the tolling discussion between ODOT and the City. He also mentioned he gave City Council a presentation on the ODOT tolling issue. ODOT has been sent a letter stating the City's concerns regarding their scoping process for their environmental assessment, the biggest being the funding for mitigation.

Hardy mentioned there's a number of development review applications that are going to be submitted within the next couple of months.

Commissioner Ewert asked if the funding concerns are related to mitigation issues outside of the tolling or related to the addition of tolling.

Director Hardy mentioned a few street projects that are planned but there is no timeline for when. The Commission discussed road funding and the transit system and the effects that the tolling may bring to it.

Hardy summarized what is happening with the Walnut street extension. He asked the Commission to create a list of items that they would like to discuss in future meetings when time allows.

7. ITEMS OF INTEREST/GUIDANCE FROM PLANNING COMMISSION

Commissioner Jarosh asked Director Hardy when the Historic Depot overlay might go to the City Council.

8. ADJOURNMENT

Motion: A motion was made by Commissioner Hutchinson and seconded by Commissioner Jarosh to adjourn the meeting. Motion passed 5/0.

Meeting adjourned at 7:39 PM.