

**APPROVED MEETING MINUTES
CANBY PLANNING COMMISSION**

6:00 PM – February 26, 2024

City Council Chambers – Virtual Meeting via Zoom

PRESENT – Commissioners: Matt Ellison (Chair), Dan Ewert (Vice Chair), Michael Hutchinson, Judi Jarosh, Craig Lewelling, Jennifer Driskill, Hannah Ellison

ABSENT – None

STAFF – Ryan Potter, AICP, Planner Manager, Laney Fouse Lawrence, Recording Secretary, Emily Sasse, Office Specialist

OTHERS – Jason Bristol; David Doughman, Consulting City Attorney

1. CALL TO ORDER

The meeting was called to order at 6:00 PM.

a. Pledge of Allegiance

2. CONSENT ITEMS – None

3. CITIZEN INPUT ON NON-AGENDA ITEMS – None

4. OLD BUSINESS

b. Final Findings – DR 23-06/PLA 23-05, Tievoli Commons

Planning Manager Potter introduced the old business to the Commission and the reasoning behind why the Final Findings for this project were brought back as a discussion item. He explained that the language added to Condition of Approval #34 during the project approval's second reading was later deemed inappropriate and stricken from the condition by Planning Staff. This was in part because the additional language, related to street improvements, was not consistent with the City's Public Work standards. Legal Counsel Doughman further explained the legality that is involved in adding language to a condition of approval after a closed hearing. He gave additional advice to the Commission as to how to approach this issue in the future.

Motion: Chair Ellison motioned to move on from old business. Motion approved 7/0.

5. NEW BUSINESS – None

6. PUBLIC HEARINGS – None

PLANNING COMMISSION WORK SESSION

The Planning Commission met in a Work Session to discuss the following topic:

- **Hearing Procedures and Processes**, presented by Don Hardy, Planning Director, and David F. Doughman, City Attorney, Beery Elsner & Hammond LLP.

Due to staff availability, this work session was cancelled and moved to the next Planning Commission meeting on March 11th, 2024.

7. ITEMS OF INTEREST/REPORT FROM PLANNING STAFF

- a. The next Planning Commission meeting is planned for **Monday, March 11, 2024**, at 6:00 pm in the Council Chambers.
- b. Planning Director's Update

The cancelled work session for hearing procedures and processes will take place at the next Planning Commission meeting on March 11th, 2024. Potter mentioned work sessions involving housing needs and the Comprehensive Plan are anticipated at the next meeting on March 25, 2024. He mentioned that the topic of fencing will return for discussion in April. Potter alerted the Commission about a last-minute training regarding executive sessions and stated that more trainings will be available in the future.

8. ITEMS OF INTEREST/GUIDANCE FROM PLANNING COMMISSION

Commissioner Driskill asked if the definitions of open space, common space, alleys, etc. could be discussed during the April fencing discussion.

Commissioner Jarosh questioned past training and asked to what extent does the Planning Commission need to follow the letter of the law versus the spirit of the law during meetings. She mentioned there have been times where the procedural part of running the meeting has impacted the productivity of the meeting.

Legal Counsel Doughman gave his advice regarding hearing procedural processes and components. He mentioned the Commission should focus on what state law imposes directly onto Commissions. He agreed with the sentiment from Jarosh that Robert's Rules can be counterproductive at times.

9. ADJOURNMENT

Motion: Chair Ellison made a motion to adjourn the meeting, the Planning Commissioners approved unanimously.

Motion approved 7/0.

The meeting adjourned at 6:18 PM.