

**APPROVED MEETING MINUTES  
CANBY PLANNING COMMISSION**

6:00 PM – October 14, 2024

City Council Chambers – Virtual Meeting via Zoom

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

**ABSENT** – Judi Jarosh

**STAFF** – Don Hardy, Planning Director, Ryan Potter, Planning Manager, AICP, and Laney Fouse Lawrence, Recording Secretary

**OTHERS** – David Doughman (City Attorney), Jessica Herceg (DOWL)

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**1. CALL TO ORDER**

- a. Pledge of Allegiance

**2. CONSENT ITEMS**

- a. Draft Meeting Minutes – August 28, 2023
- b. Draft Meeting Minutes – August 26, 2024

**Motion:** A motion was made by Commissioner Ellison and seconded by Commissioner Hutchinson to approve the meeting minutes from August 28, 2023, and August 26, 2024, as written. Motion approved 6/0.

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

**4. OLD BUSINESS** – None

**5. NEW BUSINESS** – None

**6. PUBLIC HEARINGS**

- a. **Housing Efficiency Measures Code Amendments (TA 24-02) – Don Hardy, Planning Director**

City Staff sought Planning Commission's recommendation to approve a set of Housing Efficiency Measures, which require amendments to the City's adopted zoning code. The two proposed efficiency measures—cottage clusters and updated Planned Unit Development (PUD) requirements—are intended to address housing needs identified in the City's recently adopted Housing Needs Analysis (HNA). The measures were crafted by a coalition of parties including City Staff, its consultant team (led by DOWL), the Planning Commission, and the Oregon Department of Land Conservation and Development (DLCD).

Director Hardy opened the public hearing by sharing data regarding the Housing Needs Analysis (HNA), Housing Production Strategies (HPS), and Housing Efficiency Measures (HEM). Jessica Herceg from DOWL gave an update on the draft cottage cluster development code and the minor revisions made to permitted uses and standards within the R-1 and R-1.5 base zones. Cottage cluster development standards were shared, along with graphics that represent conceptual layouts for how a cluster could be arranged.

Discussion between the Commission and staff began over the language and development standards included in Section 16.21.080 of the code.

Commissioner Ewert requested clarification on the purpose of the standards that aim to “promote more affordable fee in common or fee ownership housing options within Canby”. Jessica clarified that the intention of the purpose is to generalize that the housing product could be for rent and/or ownership. Commissioner Ewert and Driskill requested that the purpose statement for cottage cluster development and design standards be removed. They felt as though the statement did not belong in the standard. Commissioner Hutchinson noted that if purpose statements are spread evenly throughout the code, it would make sense to leave it as is. Planning Manager Potter explained that the purpose statements provide a lens and vision that the Commission can use when reviewing Type 3 development projects. He mentioned that in the future, standards may be perceived as ambiguous or vague and the Commission can use the purpose statement to help interpret the development standard. Herceg added that the purpose statement is used as a tool for developing standards over time and provides a history of the intent of the standard.

Commissioner Ewert asked for clarity on why cottage cluster developments are exempt from the sections 16.49.040, 16.49.080, and 16.49.120 of the approval process. Herceg explained the reasoning is because cottage cluster developments have their own specific site and design review standards.

The Commission and staff moved on to discuss other items within the development standards related to density. Commissioner Driskill requested that number four within the development standards section reference the 150 square feet of open space required for each unit. Concerns related to parking requirements was brought up by Driskill and Ewert, who both agreed that each unit should have two parking spaces. The rest of the commission shared their opinions related to the request to require two parking spaces for each unit.

Driskill brought up concern around pedestrian pathways being included as part of the common courtyard calculation. The Commission deliberated about whether the paths are considered part of the recreational open space and if developing a community building would replace or count as the common area. The Commission continued to review the code sections involving pedestrian access, parking area location and design, with a brief discussion on screening, fencing and existing structures.

Commissioner Ewert asked how the maintenance of these development types would work. It was explained that most likely the developer would establish a Homeowners Association (HOA) due to the common shared space. Attorney Doughman shared that the City has nuisance codes that apply throughout the entire City, so that may be used to ensure maintenance is upheld. The Commission and staff moved on to review the remainder of the code changes. All recommendations that were made will then be sent to the City Council for further review.

**Motion:** A motion was made by Commissioner Ellison and seconded by Commissioner Hutchinson to close the hearing and for staff to come back with recommendations with the noted revisions and final findings for approval. Motion approved 6/0.

## 7. ITEMS OF INTEREST/REPORT FROM PLANNING STAFF

- a. The next Planning Commission meeting is planned for **Monday, October 28, 2024**, at 6:00 pm in the Council Chambers.
- b. Planning Director’s Update

Hardy shared there will be a hearing item related to the proposed Oregon Liquor and Cannabis Commission (OLCC) project at the next meeting along with a review of the Housing Production Strategy (HPS).

**8. ITEMS OF INTEREST/GUIDANCE FROM PLANNING COMMISSION – None**

**9. ADJOURNMENT**

***Motion:*** A motion was made by Commissioner Lewelling and seconded by Commissioner Hutchinson to adjourn the meeting. Motion approved 6/0.

**The meeting adjourned at 8: 24 PM.**