



**APPROVED MINUTES
CANBY PLANNING COMMISSION**

6:00 PM – March 24, 2025

City Council Chambers – Virtual Meeting via Zoom

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

ABSENT – Craig Lewelling and Judy Jarosh

STAFF – Don Hardy, Planning Director, Ryan Potter, Planning Manager, AICP, Emily Sasse, Recording Secretary

OTHERS – None

1. CALL TO ORDER

- a. Pledge of Allegiance

2. CONSENT ITEMS

- a. Draft Meeting Minutes – November 25, 2024

The draft meeting minutes for November 25, 2024, will continue to the next PC meeting for approval due to a lack of quorum.

- b. Draft Meeting Minutes – January 13, 2025

Motion: A motion was made by Commissioner Hutchinson and seconded by Commissioner Ewert to approve the meeting minutes from January 13, 2025, as written. Motion approved 5/0.

- c. Draft Final Findings – SUB 24-01 – Dahlia Glen Subdivision

Motion: A motion was made by Commissioner Ewert and seconded by Commissioner Hutchinson to approve the final findings for land use application SUB 24-01 – Dahlia Glen Subdivision. Motion approved 5/0.

- d. Draft Final Findings – CUP 24-0 – Canby Adult Center Relocation

Motion: A motion was made by Commissioner Ewert and seconded by Commissioner Hutchinson to approve the final findings for land use application CUP 24-02 Canby Adult Center Relocation. Motion approved 5/0.

3. CITIZEN INPUT ON NON-AGENDA ITEMS – None

4. OLD BUSINESS

- a. Follow Up: Planning Staff Guidance on Decision-Making and Verbal Findings

Planning Manager Potter reminded the Commission of the work session that took place a few weeks prior. He urged the Commission to clearly articulate the basis for their decisions, particularly when voting to deny an application. He explained that when a decision is contrary to the findings in

the staff report, it is especially helpful to identify the specific code criteria on which the decision is based when preparing the final written findings. Director Hardy added that providing an explanation gives staff direction for drafting the findings, whereas a lack of explanation may render the decision indefensible. Further discussion occurred regarding when to request a continuance and how to proceed with other land use applications.

5. NEW BUSINESS – None

6. PUBLIC HEARINGS – None

PLANNING COMMISSION WORK SESSION

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

- **Comprehensive Plan Update**, presented by Don Hardy, Planning Director. Staff gave the Commission an update regarding the City’s progress toward updating its Comprehensive Plan, Transportation System Plan, and Urban Growth Boundary (UGB).

Staff Presentation:

Director Hardy provided an update on Canby’s Comprehensive Plan, Transportation System Plan, and Urban Growth Boundary expansion process. The update is intended to ensure compliance with current state requirements while also reflecting local priorities and evolving development conditions. Hardy explained that the City is planning for 20 years of growth, including approximately 6,000 new residents, 2,200 housing units, and 6,700 jobs. The Urban Growth Boundary expansion is expected to add approximately 555 acres, with priority given to exception lands, followed by high-value farmland. Additional emphasis was placed on the need for clear, accessible policies and meaningful community engagement throughout the process.

The process has included community summits and advisory committee meetings and will ultimately be adopted by the City Council. Staff noted that draft components will be presented to the Commission in phases for review and feedback prior to formal adoption. Concept planning for the expansion areas is expected to be completed by 2027, with final adoption of the updated Comprehensive Plan anticipated between 2027 and 2029.

7. ITEMS OF INTEREST/REPORT FROM PLANNING STAFF

- a. The next Planning Commission meeting is planned for **Monday, April 14, 2025**, at 6:00 pm in the Council Chambers.
- b. Planning Director’s Update

8. ITEMS OF INTEREST/GUIDANCE FROM PLANNING COMMISSION

The Planning Commission brought up several topics related to city planning and development. They addressed the need for clearer guidance on sidewalk requirements and proportionality in development projects. Planning Manager Potter explained that the City needs to better articulate plans for sidewalk improvements and provide more context in staff reports. The commission also discussed the legal precedent for exactions and the importance of considering both nexus and proportionality tests. They agreed that more education and information on costs and city plans would be helpful for future

decision-making. The meeting concluded with a decision to include more detailed review criteria for sidewalks and crosswalks for future project proposals.

9. ADJOURNMENT

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

The meeting adjourned at 7:10 P.M.