



**APPROVED MINUTES
CANBY PLANNING COMMISSION**

6:00 PM – November 24, 2025

City Council Chambers – Virtual Meeting via Zoom

PRESENT – Commissioners: Dan Ewert (Vice Chair), Judi Jarosh, Michael Hutchinson, Craig Lewelling, and Leah McCarthy

ABSENT – Matt Ellison (Chair) and Jennifer Driskill

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

OTHERS – None

1. CALL TO ORDER

- a. Pledge of Allegiance

2. CONSENT ITEMS

- a. Draft Final Findings – CUP 25-01/VAR 25-01 – Canby Christian Parking Lot Expansion

Motion: A motion was made by Commissioner Lewelling and seconded by Commissioner Jarosh to approve the final findings for land use applications CUP 25-01 and VAR 25-01, Canby Christian Parking Lot Expansion, as presented by staff on August 25, 2025.

Motion approved 5/0.

3. CITIZEN INPUT ON NON-AGENDA ITEMS – None

4. OLD BUSINESS – None

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:

- **Preliminary Discussion of Development Code Audit**, presented by Ryan Potter, AICP, Planning Manager. This work session will be a preliminary exploration of the state of the adopted Development Code (Chapter 16 of the Canby Municipal Code) and the Planning Commission’s high-level input on how the new code can be written to better serve Canby. Planning Staff will highlight other inputs into the code update, including caselaw related to “clear

and objective” standards, new state laws, and components of the City’s housing planning efforts (i.e., the adopted HNA and HPS).

Presenter: Planning Manager, Ryan Potter, AICP

Ryan Potter introduced the upcoming update to Canby’s zoning code, outlining several challenges within the current framework, including nested zoning districts and development standards, outdated and overly restrictive permitted land use lists, and ambiguous provisions related to non-conforming uses. Potter listed a number of additional issues with the current code and characterized the upcoming update as a holistic, complete overhaul rather than targeted minor updates.

As part of the modernization effort, City Staff are considering a two-track review system that would allow applicants to choose between a “clear and objective” approval path and a more flexible, discretionary path for unique or complex projects. The future package of changes is intended to improve clarity for applicants and staff, streamline development review, and better support the community’s evolving housing and land use needs. The update will also incorporate findings from recent long-range planning efforts and include opportunities for community engagement.

Potter explained that a code audit will precede the rewriting of the code. The code audit process is expected to begin in 2026 and run for a year, with potential grant funding from DLCDC (Department of Land Conservation and Development).

7. ITEMS OF INTEREST/REPORT FROM PLANNING STAFF

- a. Planning Director’s Update
- b. The next Planning Commission meeting is planned for **Monday, December 8, 2025**, at 6:00 pm in the Council Chambers.

Planning Director, Don Hardy, reminded the Commission that a work session will be held on December 8, 2025, to discuss the Transportation System Plan (TSP), with materials to be distributed the following week. After the Commission has reviewed the plans, City Council will then begin their review of the TSP, with adoption expected in March or April of 2026.

Hardy also shared that City Council will begin their in-depth review of the draft Comprehensive Plan policies at two upcoming Council work sessions. Planning staff will begin recruiting advisory committee members for the department’s Urban Growth Boundary concept planning efforts. Hardy wrapped up by alerting the Commission that the Planning Commission meeting for December 22, 2025 will be cancelled.

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

9. ADJOURNMENT

Motion: A motion was made by Commissioner Hutchinson and seconded by Commissioner Lewelling to adjourn the meeting.

Motion approved 5/0.

The meeting adjourned at 6:45 PM.