

**DRAFT MINUTES**  
**CANBY PLANNING COMMISSION**  
6:00 PM – March 13, 2023  
City Council Chambers – Virtual Meeting via Zoom

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**PRESENT** – Commissioners Judi Jarosh, Matt Ellison, Dan Ewert, Craig Lewelling

**ABSENT** – Michael Hutchinson

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

**OTHERS** – None

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**1. CALL TO ORDER**

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

**2. CONSENT ITEMS**

a. Draft Meeting Minutes – January 23, 2023

**Motion:** No motion was made regarding the draft meeting minutes but a roll-call vote was held regarding their approval. They were approved 4/0.

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

**4. NEW BUSINESS** – None

**5. PUBLIC HEARINGS**

a. **Text Amendment – Code Update Erratum (TA 23-01) – Brianna Addotta, AICP, Associate Planner**

This text amendment application has been submitted by Development Services in order to restore language in Chapter 16.10 of the Land Development and Planning Ordinance (Development Code) that was erroneously deleted in the course of updating the Development Code to include regulations pertaining to Food Cart Pods and Mobile Vendors (TA 22-01).

Addotta introduced the hearing topic TA 23-01 to the Commission. She explained that during the course of adopting TA 22-01, code text was accidentally deleted from

Chapter 16.10 of the Development Code. TA 23-01 serves to correct the accidental deletion.

**Motion:** A motion was made by Commissioner Ewert and seconded by Commissioner Lewelling to approve the text amendment (TA 23-01). Motion approved 4/0.

**b. Housing Production Strategy – Don Hardy, Planning Director**

The Housing Production Strategy (HPS) includes a list of specific tools, actions, and policies that the City plans to take to address the housing needs identified in the Housing Needs Analysis for the next 20 years. This includes the City's plan and timeline for adopting and implementing each strategy.

Director Hardy reminded the Commission that the HPS will be discussed in a joint work session with City Council for the Housing Needs Analysis (HNA). He said the Department of Land Conservation and Development (DLCD) reached out asking the City to delay the HPS for several reasons, including gaining more information about the density of housing currently being built in Canby. The HPS does not have to be adopted prior to receiving the grant reimbursement, but it does need to be adoption ready. The HNA will be discussed during the next fiscal year (2023-2024) with a mandatory adoption date in June 2024. Hardy would like the Commission to revisit the HNA in February of 2024. He mentioned that vacant lots within subdivisions with recorded plats will not be counted towards the inventory for the housing need analysis. Portland State University's population projection will expire on July 1, 2024, so everything will need to be adopted and finalized before then in order for the data assumptions to remain valid.

**6. ITEMS OF INTEREST/REPORT FROM PLANNING STAFF**

- a. The next Planning Commission meeting will be held on March 27, 2023, at 6:00 pm.
- b. Planning Director's Update:

On March 27, 2023, there will be a hearing to discuss the Economic Opportunity Analysis (EOA), focusing on employment lands. The comprehensive plan advisory committee is almost complete, consisting of a variety of members. He discussed the three main efficiency measures: cottage development, planned unit development, and

mixed-use zoning on the south side of 99E. He mentioned DLCD's new sequential adoption track for Comprehensive Plans.

## **7. ITEMS OF INTEREST/GUIDANCE FROM PLANNING COMMISSION**

Chair Ellison asked about the possibility of further discussing fencing standards as well as an update on the Walnut Street extension.

Director Hardy said the design plans and ODOT right-of-access application for the Walnut Street extension are nearly complete, with a few minor pieces forthcoming.

## **8. ADJOURNMENT**

***Motion:*** A motion was made by Commissioner Lewelling and seconded by Commissioner Jarosh to adjourn the meeting. Motion approved 4/0.

**Meeting adjourned at 6:35 PM.**